

DT690
MD Evolution Communication Platform

USER GUIDE



AASTRA

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DT690

1

Welcome

Welcome to the user guide for the DT690 cordless phone. This guide describes the available features of the telephone when it is connected to MD Evolution Communication Platform from Aastra.

The User Guide describes the facilities of the MD Evolution Communication Platform and the Cordless phone DT690 with a default programming. There may be some differences in the way your phone is programmed. Please consult your system administrator if you need further information. The latest version of this user guide can be downloaded from: <http://www.aastra.com>

2

Important User Information

WARRANTY

AASTRA MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Aastra shall not be liable for errors contained herein nor for incidental or consequential damages in connection with the furnishing, performance or use of this material.

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DECLARATION OF CONFORMITY

Hereby, Aastra Telecom Sweden AB, SE-126 37 Hägersten, declares that this telephone, is in conformity with the essential requirements and other relevant pros of the European R&TTE directive 1999/5/EC. Details to be found at: <http://www.aastracom>



FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Privacy of communications may not be ensured when using this phone.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device complies with FCC SAR limit of 1.6 W/kg. The maximum SAR value measured when used at the ear is 0.104 W/kg. The telephone has also been tested when worn on the body using belt clip, maximum measured SAR value in this configuration is 0.029 W/kg. This device must not be collocated or operating in conjunction with any other antenna or transmitter.

- This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear side, underneath the battery of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.
- REN is N/A as this product is intended to be connected behind a FCC Part 68 compliant PBX system. It is not intended for direct connection to telephone network.
- If this equipment cause harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
- The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.
- If trouble is experienced with this equipment, for repair or warranty information, please contact your Aastra business partner <http://www.aastracom>. This equipment is not intended to be repaired by the customer (user). If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.
- Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.
- If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment that it does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or qualified installer.

Electrical Safety Advisory

Electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. Customer is thus recommended to use a surge arrestor for the equipment that requires AC power.

2.1

Safety Instructions

Note: When using your telephone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.

2.1.1

Recommendations

- Always keep and handle your products with care and keep them in a clean and dust-free place. Proper use and care will prolong the products life. Use a soft absorbent tissue or cloth to remove dust, dirt or moisture.
- Always ensure that the phone, battery and charger are used and operated in the environment for which they are designed.
- Operate the phone in temperatures between 0°C to +40°C (32°F to 104°F).
-  Do not expose your products to liquid, moisture, humidity, solvents, strong sunlight, harsh environments or extreme temperatures, never above +60°C (+140°F), unless the product has been specifically designed and officially approved for such environments.
-  Exposure to heat may cause batteries to leak, overheat or explode, resulting in fire, burns or other injuries.
- Do not put the product in the microwave oven: This may cause damage to either the oven or the product.
-  Do not attempt to disassemble or alter any part of the phone, the charger(s) or the battery-pack. Disassembly or alteration may result in electrical shock or irreversible damage to the equipment. Only a qualified service personnel or an authorized Aastra partner should conduct internal inspections, alterations and repairs.
- Do not expose your product to open flames or lit tobacco products.
- Do not drop, throw or bend your products. This may cause malfunction or electric shock.
- Do not paint your product.
- Do not use your product in an area where a potentially explosive atmosphere exists, unless the product has been specifically designed and officially approved for such environments
- To avoid hearing impairment, accept the call before holding your product (or portable handsfree device) to your ear.

Warning!

The handset may retain small magnetic objects around the mouthcap or earcap region. Please check and remove before use.

2.1.2 Disposal of the product



Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

2.1.3 Power supply

Available power adapters (Suppliers Designation) are:

- Art.No.DC3: 130160 Power supply unit AC/5V DC/0.65A -Europe
- Art.No.DC3: 130166 Power supply unit AC/5V DC/1A -USA, Canada, AUS, and U.K.
- Art.No.DC4: 130161 Power supply unit AC/5V DC/2A

Precautions:

- Connect the AC power supply to the desktop battery charger only to the designated power sources as marked on the charger.
- Make sure the AC power supply is positioned so that it will not be subjected to damage or stress.
- To reduce risk of electrical shock, unplug the chargers from any power source before attempting to clean or move it.
- The AC power adapters must not be used outdoors or in damp areas.
- Never modify the cord or plug. If the plug will not fit into the outlet, have a proper outlet installed by a qualified electrician.
- Limit the distance between the mains socket and the cordless phone when charging for easy accessibility.
- As an energy saving measure, disconnect the charger from the main socket after charging.
- When unplugging the mains adapter from the power outlet, make sure that your hands are dry and ensure that you hold the solid portion of the mains adapter.

- Do not pull on cables.

2.1.4

Charging and batteries

This product should only be used with the following battery:

- Art.No.: 660190 Battery

Single chargers shall only be connected with power adapters supplied by the manufacturer, see list above.

Precautions:

Please read carefully the following important precautions before the first time use of the batteries. Make sure to understand and observe all cautionary instructions stated, so as to avoid any possible safety hazards that are caused by any misuse, misapplication or damage to batteries.

- Only use batteries, mains adapters or desk and rack chargers which have been specifically designed for use with your product.
- Use of power sources not explicitly recommended may lead to overheating, reduced battery performance, distortion of the equipment and fire or other damages.
- The phone is equipped with Li-Polymer/Li-Ion battery. In a complex infrastructure, the talk- and standby time may differ, due to the consequence of the increase in signaling.
- The battery must always be completely charged (minimal 4 hours) before first time use.
- The battery in your product is designed to withstand many charge cycles.
- Use only the recommended charging equipment.
- Improper charging can cause heat damage or even high pressure rupture.
- Observe proper charging polarity.
- Do not solder lead wires directly onto the battery.
- Do not allow water to come into contact with the battery, this could short-circuit and damage the battery.
- If the handset has been exposed for water or condense, remove the battery immediately and let it dry completely before reinserting the battery.
- Remove the battery before cleaning the telephone to reduce risk of electric shock.
- Unplug the battery charger from a power source before cleaning the handset to reduce risk of electric shock.

- The battery is replaceable, however it is not the intention to do this frequently.
- Only charge the battery when placed in the phone.
- Use only the specified battery-packs for your product.
- Never heat or dispose of the battery into a fire, which, or else, may cause leakage, burst or fire.
- Remove the carrying case from the product while in charger.
- Do not cover the product while being charged. Do not charge the phone in a closed cabinet or drawer. The charging of the battery is a chemical process and causes the battery to become warm during charging. Make sure the environment in which the phone is charged, is well vented.
- The cordless phone can be charged either when switched on or off.
- Do not connect the battery's positive and negative leads altogether in any circumstances.
- Do not strike or drop the battery. It may cause damage to the battery.
-  Do not charge the battery below +5°C (+41°F). Be sure to charge the battery between +5°C and +40°C (+41°F and 104°F). Charging beyond these conditions may impair the battery performance and shorten the life cycle.
- Do not use battery packs from different types, brands or of different capacities.
- The battery is to be stored in a dry cool place, with the ambient temperature of approximately +25°C (+77°F) for best performance.
- The battery continues to discharge a minimal portion of its power, even if the product is switched off or the battery is removed.
- Dispose the battery in accordance with all local regulations, applicable in your country.

Warning!

Smoke or fumes



Stop operating the products and turn off immediately in case of smoke or fumes. Unplug the mains adapter and remove the batteries from the phone immediately. Continued operation may result in fire or electrical shock.

Warning!

LCD

If the liquid crystal display breaks, avoid injury by not allowing the liquid crystal to come into contact with eyes, skin or mouth. Prevent the liquid crystal from leaking out of the broken glass.

2.1.5 Bluetooth Qualified Design ID

Bluetooth QD ID: B014317

2.1.6 Preventing malfunction

- Never place the equipment in close proximity of electric motors, welding equipment or other devices generating strong (electro) magnetic fields. Exposure to strong (electro) magnetic fields may cause malfunction and corrupt the communication.
- Moving the equipment rapidly between warm and cold temperatures may cause condensation (water droplets) to form on its internal and external surfaces. Water droplets may cause malfunction of the equipment and corrupt or end communication or damage the equipment. When condensation is noticed, stop using the equipment. Switch off the phone, remove the battery and unplug the mains adapter from the power outlet. Wait until the moisture evaporates from the equipment before putting it in operation again.
- Avoid accidental drop of the phone. Use the clip, security clip or carrying case specified for carrying purposes of the phone.
- Avoid squeezing the phone between furniture and your body when carrying the phone in your pocket or attached to clothing.

2.2 Intrinsic Safety

The DT690 cordless phone is not specified as intrinsically safe, so do not use it in areas with a danger of explosion.

2.3 Preparing for Use

Before using your phone for the first time, you have to charge and connect the battery, see Section 23 on page 125.

Note: Place the phone in the charger and charge it for at least one hour before using it the first time.

2.4

IPEI Code

Your phone has an International Portable part Equipment Identity (IPEI) code. This code is unique for each phone, and it is needed for your system administrator to enable network subscription of your phone. It is also needed if the user has entered the wrong phone lock code three times.

To look up the IPEI code, do the following:

- Enter *#06# when phone is in idle mode.
A message box with the text **IPEI** followed by the IPEI number (13 digits) is shown.
 - If the phone lock is on, **Enter PIN code** is shown.
 - Enter the PIN code.

Note: Write down the IPEI code for future use. If you cannot retrieve the IPEI code, please contact your system administrator. Keep the IPEI code secret to prevent misuse of your phone.

2.5

System Version

To view the telephone's software version:

- Enter *#34# in standby mode.

2.6

PIN Code

To change PIN code, do the following:

1. Enter **Settings** from the main menu.
2. Select **Locks**.
3. Select **Phone lock**.
4. Select **Change PIN code**.
5. Enter old PIN code (default is 0000) and press **OK**.
6. Enter new PIN code.
7. Confirm the new PIN code and press **Save**.
A message saying **New PIN code saved** is displayed.

2.7

Accessibility and Voice Quality

The base network is not always available. If you do not get in contact with your system, contact your system administrator. For best voice quality, avoid positioning near computer, radio or similar equipment.

2.7.1

Operating area

You can use your cordless telephone in the area that is covered by the network. Outside this area you will lose contact with the telephone network. The signal strength icon, , will disappear and **No network** will be displayed.

2.7.2

Out of Range

When you leave the system coverage area you will hear a short beep and see a lamp indication, and the text *Searching* will appear in the display. The out of range beep will be repeated every minute for 30 minutes. It is possible to switch off this beep by pressing . When reentering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.

2.7.3

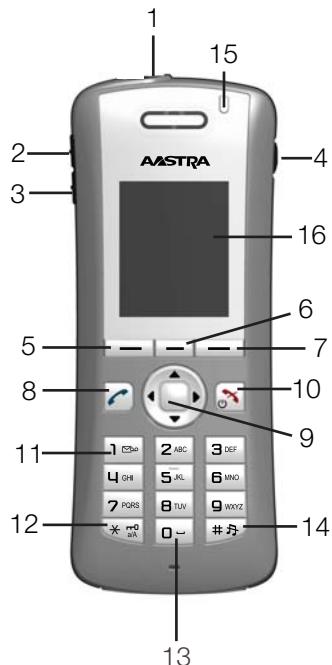
Frequency Range

The handset is a radio transmitter and receiver. When it is on, it receives and sends out radio frequency (RF) energy. The handset operates on different frequency ranges depending on market and employs commonly used modulation techniques:

- EU 1880 - 1900 MHz
- U.S. 1920 - 1930 MHz
- L.A. 1910 - 1930 MHz

3 Description

This section describes the DT690 telephone, display information, menus and structures. A picture of the cordless telephone is shown in Page 13.



- 1 Multifunction button**
This button can be used as a short cut to functions; long or double press modes.
- 2 Volume Up**
To increase the speaker volume.
- 3 Volume Down**
To decrease the speaker volume.
- 4 Headset connector**
The headset connector is for connecting a headset. The connector is protected against dust by using the headset connector cover.
- 5 Left Soft key**
Can be pre-programmed or used with GUI.⁽¹⁾
- 6 Middle Soft key**
Can be pre-programmed or used with GUI.
- 7 Right Soft key**
Can be pre-programmed or used with GUI.

- 8 Hook-off**
To answer a call, to pre-dial a number, and as a short cut to the Call list.
- 9 Five-way navigation key**
Navigation key with Left, Right, Up, Down, and Confirmation (in the middle). The navigation key can be programmed, the Up is by default a short cut to the Inbox, and Down is a short cut to Call contact. During a call it is possible to increase/decrease the volume by pressing Up and Down. The middle key is for confirmation and in standby mode it is by default a short cut to the main menu.
- 10 Hook-on; Power on/off**
Combined button; to end a call, to return to standby mode, and to switch the handset on/off by long press.
- 11 Voice mail access**
To listen to a voice mail.
- 12 Key lock and Upper/Lower case**
Combined key lock and Upper/Lower Case.
- 13 Space**
To add space between text.
- 14 Mute**
Turn off/on audible signals in idle mode, silencing the ring signal at incoming call, and also to turn the microphone on/off during a call.
- 15 LED**
Indicates incoming call, messaging, low battery, and charging.
- 16 Display**
The full graphic type display is 128 pixels wide and 160 pixels high. The display has multiple colours and backlighting.

(1) Soft keys are explained further in Page 17

Note: The phone may retain small magnetic particles around the earpiece region.

3.1 Functions and Accessories

Functions and accessories for the phone are presented in Figure 1 on page 15.

See Page 15 for the complete list.

Functions	DT690
Local phonebook (250 contacts)	Yes
Central phonebook	Yes*
Vibrator	Yes
Headset connector	Yes
Microphone on/off during call	Yes
Loudspeaking function	Yes
SMS (Short Message Service)	Yes*
Voice mail access	Yes*
Centralized Management	Yes*
Easy replaceable battery	Yes
Bluetooth (optional)	Yes
Accessories	
Desktop charger Basic	Yes
Desktop charger Advanced	Yes
Charging rack	Yes
Battery pack charger	Yes
Leather case	Yes
Belt Clip	
hinge-type	Yes
swivel-type	Yes
Security chain	Yes
Headset with microphone on boom	Yes
Headset with microphone on cable	Yes
Bluetooth Headset	Yes
CPDM	Yes
PDM Windows Version	Yes

* System dependent

10

Figure 1 Functions and accessories

Case	The plastic cover parts are made of durable PC/ABS material.
Antenna	The antenna is integrated inside the phone.
Loudspeaker	The cordless telephone has a separate loudspeaker for the loudspeaking function. It is placed on the back side of the cordless telephone.
Microphone	The microphone is placed on the front bottom side of the phone.
Clip	There are three different belt clip options to the cordless telephone; a hinge-type clip (standard), a swivel-type clip, or no clip which makes it possible to use the

cordless telephone without any clip on. Use the clip to attach the phone to a belt or similar.

Battery	The battery is a rechargeable Li-Pol/Li-Ion battery, placed under a battery cover. The battery is fully charged within four hours. The battery can be charged separately with a special battery charger.
----------------	--

3.2 Display Information

All functions and settings available to the user are shown as icons and text in the display. The icons and text in the display indicate functions and settings available to the user. The display gives visual feedback on all actions performed, and also textual warnings, see Page 16. The owner ID can manually be set by the user.

Note: If a name is available it is displayed instead of, or together with, the number.

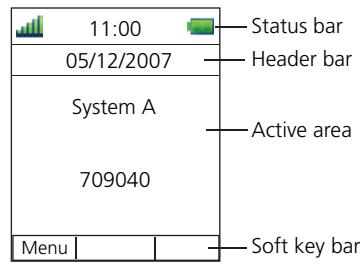


Figure 2 Example of a display configuration in standby mode

Status bar

The top row (Status bar) is used for icons which give the user information for signal strength, missed call, new message, phone lock, key lock, sound off, time and battery status. This row is always visible in any screen.

Header bar

The next row displays the current date, headset connection, Bluetooth connection, phone lock, and so on.

Text field

The next rows (Active area) are used for information such as the name of the system to which the cordless telephone is connected to. A user identity provided from the system and/or an Owner ID can also be displayed if configured in the Settings menu. This is also the area for pop up text for example, missed calls or to confirm an action.

Soft key bar

The bottom row is used for soft keys which can be used as short cuts for functions in the telephone. There are three soft keys, located just beneath the display and the functions of each soft key is indicated by text in the display just above the keys. In standby mode, the soft keys can be used for specific functions defined by the user of the handset.

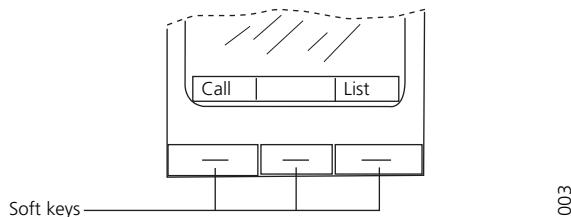


Figure 3 Softkeys

003

Note: The information displayed varies depending on the version and configuration of the exchange, and whether you use the phone in a DECT or an IP DECT system. Consult your system administrator to find out which type of system your phone is used in.

Depending on the state and setting of your phone, different information can be shown, see the following list:

- **Idle phone**
 - Normal
The display shows the programmed name of your network, your name and extension number, time, date, and so on, see Page 16.
 - Follow-me activated
The display shows your own extension number followed by a > and the extension number diverted to.
- **Outgoing call**
 - Normal outgoing call
When making an outgoing call, the dialled number or name is displayed.
 - Diverted call
When the diverted call is answered, only the number of the answering position is displayed.
- **Incoming call**
 - Normal incoming call
If available, the number or the name of the caller is displayed.
 - Diverted call
When you have answered the call, the display only shows the number of the person calling.

3.2.1 Display Icons



Signal strength

Shown when the phone is connected to a system.



Sound off

Shown when the Mute key is pressed and *Ringer muted?* selected.



Battery

Always shown in the display in standby mode. When the level is low, the icon is empty or flashing. It is time to charge the battery.



Shown when the battery has 10% of its capacity left. The icon is flashing when the battery capacity is equal to or lower than 5%.



Loudspeaking

Shown when the loudspeaker is activated and when the phone is in loudspeaking operation.



Loudspeaking off

This icon is displayed and used to deactivate the loudspeaker.



New message

Indicates that a new text message has arrived. The icon remains in the display until all new messages in the inbox are read. See Section 14 on page 67.



Voice mail message

Indicates that a voice mail message is available.



Read message

Indicates the message has been read.



Key lock

Indicates a locked keypad. See Section 9 on page 41



Phone lock

Indicates the phone is locked.



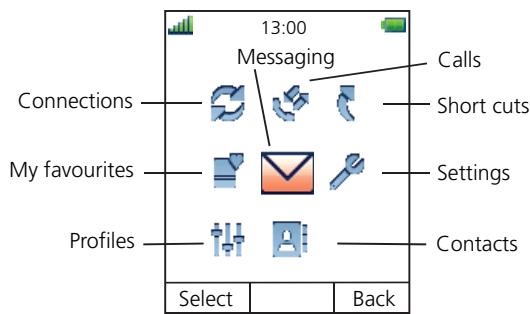
Bluetooth

Indicates that Bluetooth is enabled.

	Bluetooth Headset
	Indicates that a headset is connected to the phone. See Section 23.6 on page 128.
	Headset
	Indicates that a headset is connected to the phone.
	Outgoing call
	Added in front of outgoing calls in the Call list.
	Incoming call
	Added in front of answered calls in the Call list.
	Missed call
	Added in front of missed calls in the Call list.
	System connection
	Indicates that the phone is connecting to a system.

3.2.2

Menu Tabs



Contacts

Contains all names and numbers in the personal phonebook. It is also possible to access a central phonebook from this menu.⁽¹⁾ See Section 16 on page 87.



My Favourites

Contains menu short cuts used to customized a menu.



Messaging

Contains all message handling such as reading, writing, and sending messages.



Calls

Contains call lists, call services and call time.

**Connections**

Contains Bluetooth connection with headset selection.

**Settings**

Contains personal phone settings, such as changing the ringer volume, selecting language, and so on. See Section 9 on page 41.

**Short cuts**

Contains short cuts to the message menu and to the call list.

**Profiles**

Contains a normal editable profile, and possibility to add four different profiles.

(1) This menu function requires that the corresponding code has been downloaded to your phone using the PC program Portable Device Manager. Please contact your system administrator.

3.3

Menu Structure

The available phone and network functions can be accessed through the menus.



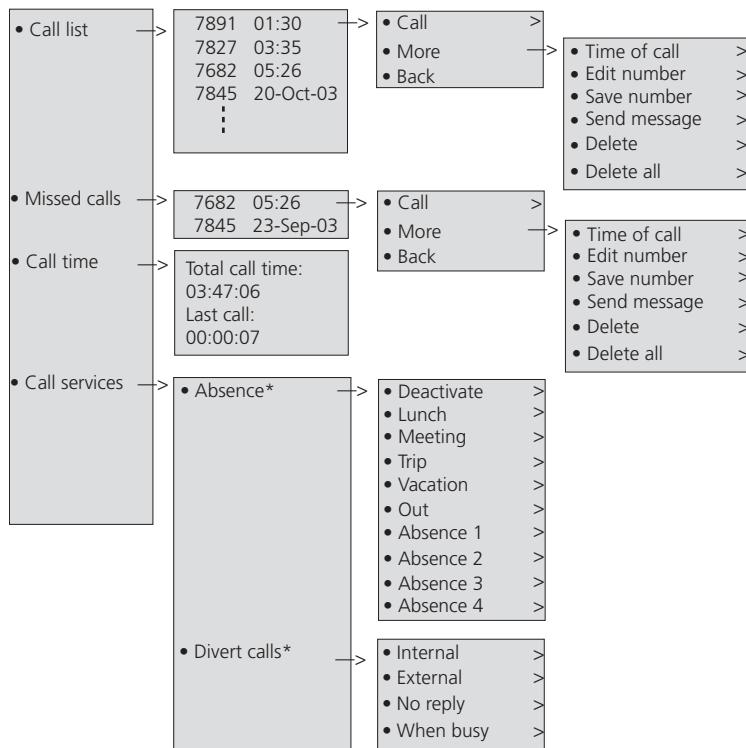
Press to enter the menus.

From the menu, it is possible to select the submenus described in the following sections:

3.3.1

Calls Tab

The overview of the **Calls** tab is displayed in Page 21.



* Visible if defined in the PDM

Figure 4 Calls Tab

3.3.2 Contacts Tab

The overview of the **Contacts** tab is displayed in Page 22

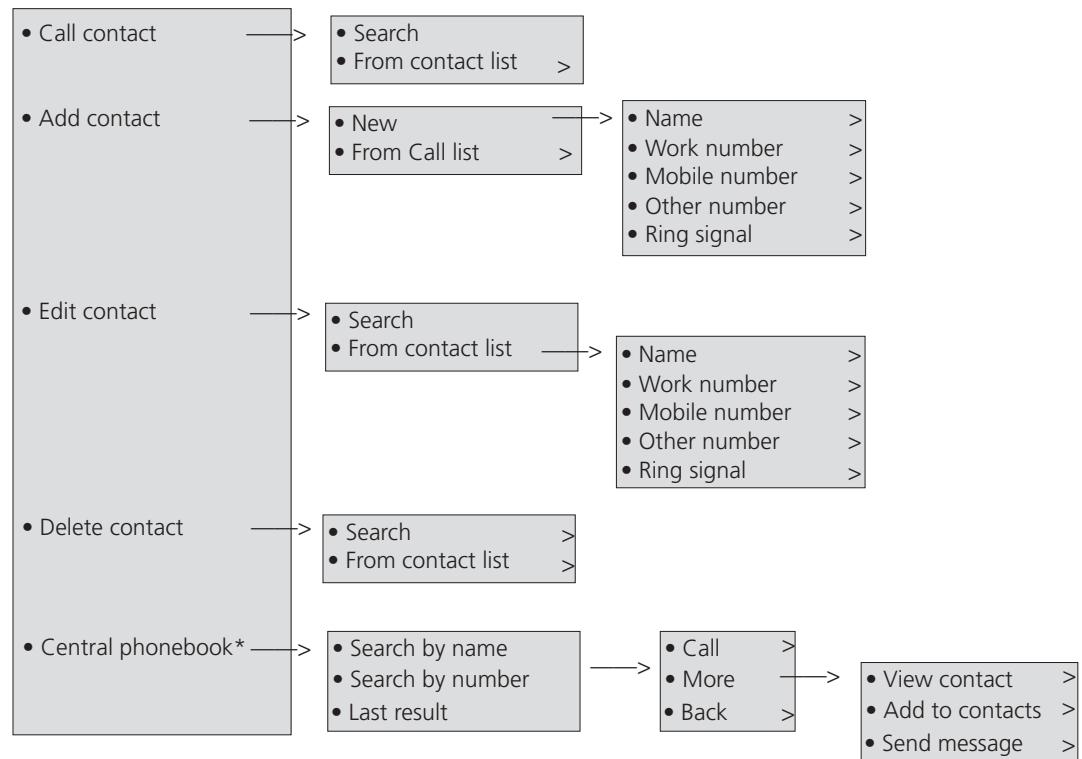


Figure 5 Contacts Tab

3.3.3 Profile Tab

The overview of the **Profile tab** is displayed in Page 22

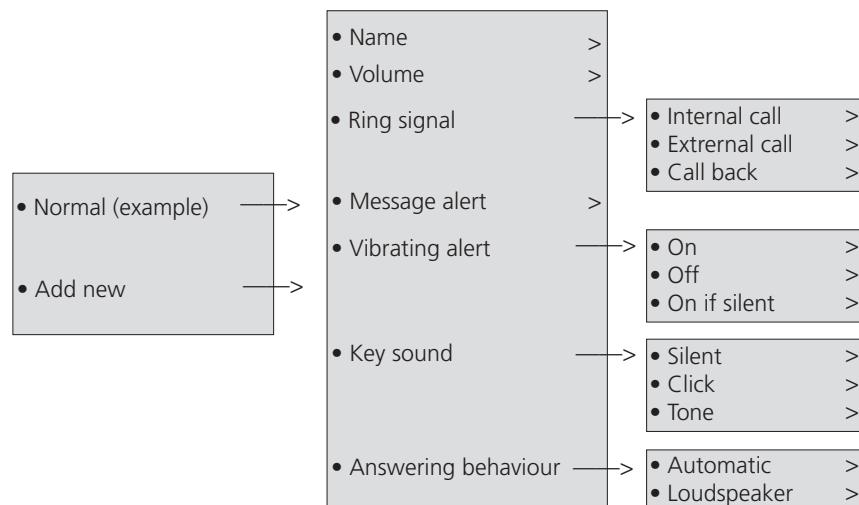


Figure 6 Profile Tab

3.3.4

Messaging Tab

The overview of the **Messaging** tab is displayed in Page 23.

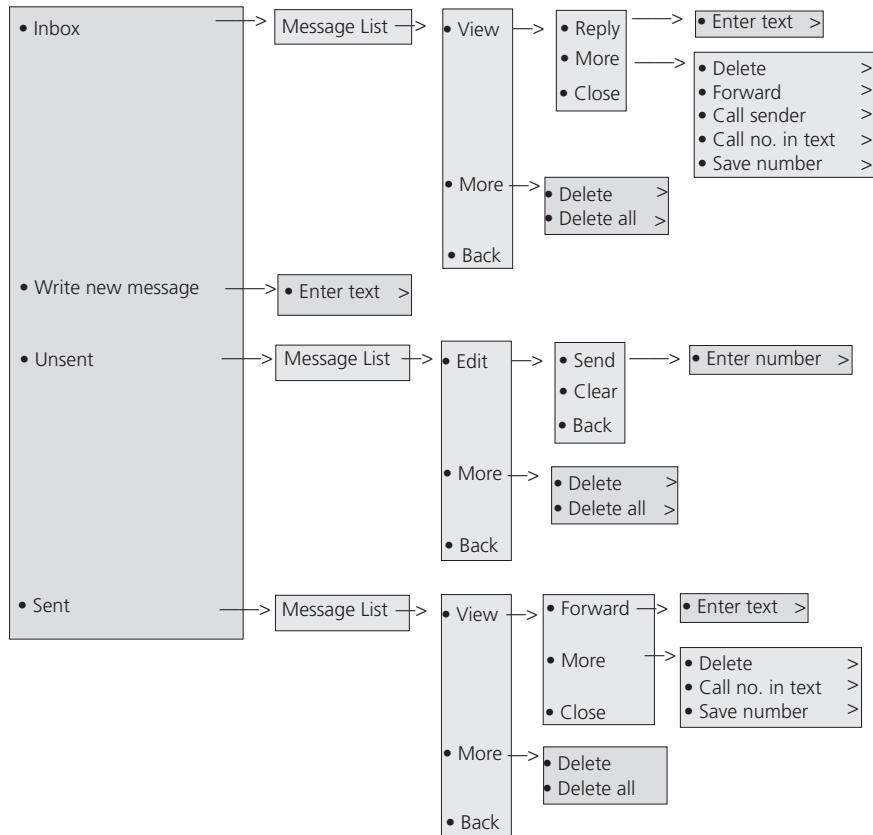
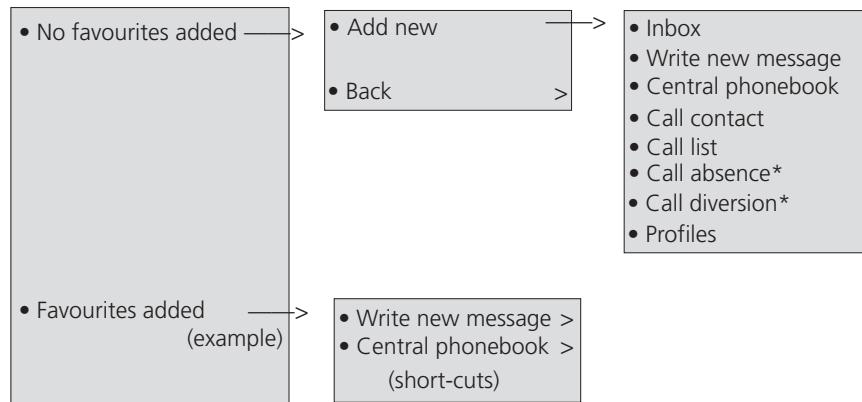


Figure 7 Messaging Tab

3.3.5

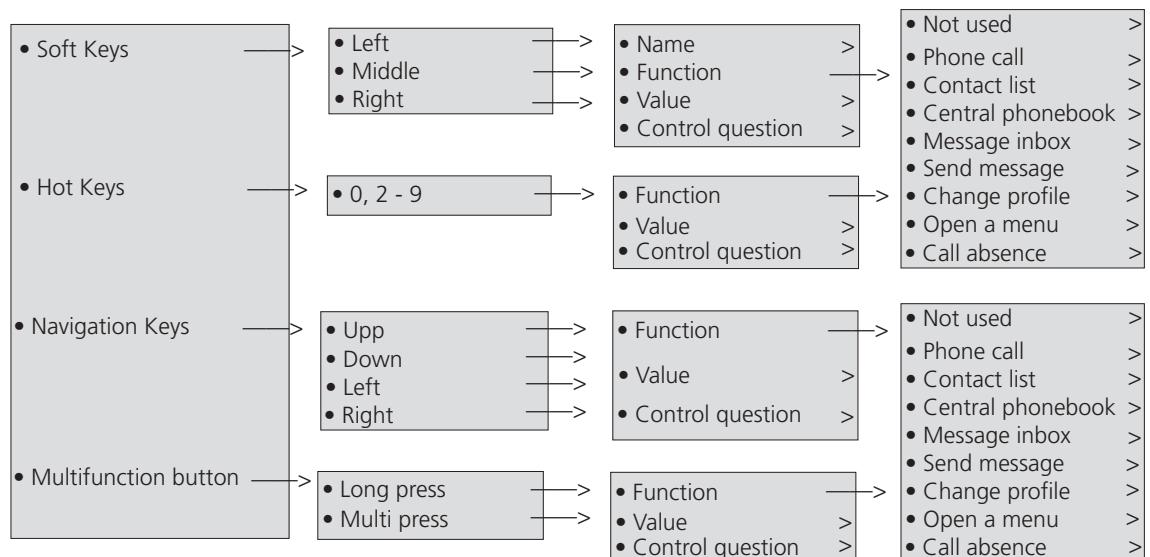
My Favourites Tab

The overview of the **My Favourites** tab is displayed in Page 24.

*Figure 8 My Favourites Tab*

3.3.6 Short cuts Tab

The overview of the **Shortcuts** tab is displayed in Page 24.

*Figure 9 Short cuts Tab*

3.3.7 Connections Tab

The overview of the **Connections** tab is displayed in Figure 10 on page 25.

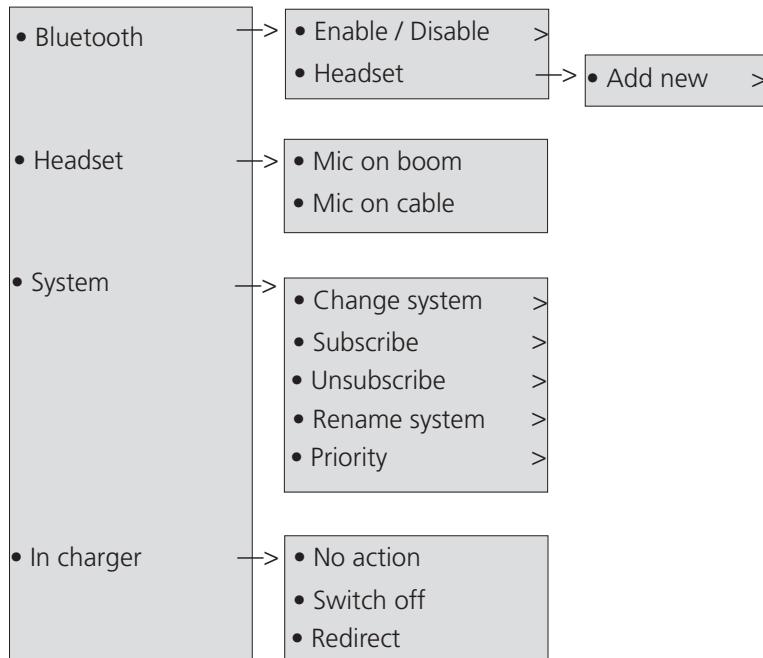


Figure 10 Connections Tab

3.3.8 Settings Tab

The overview of the  **Settings** tab is displayed in Page 26.

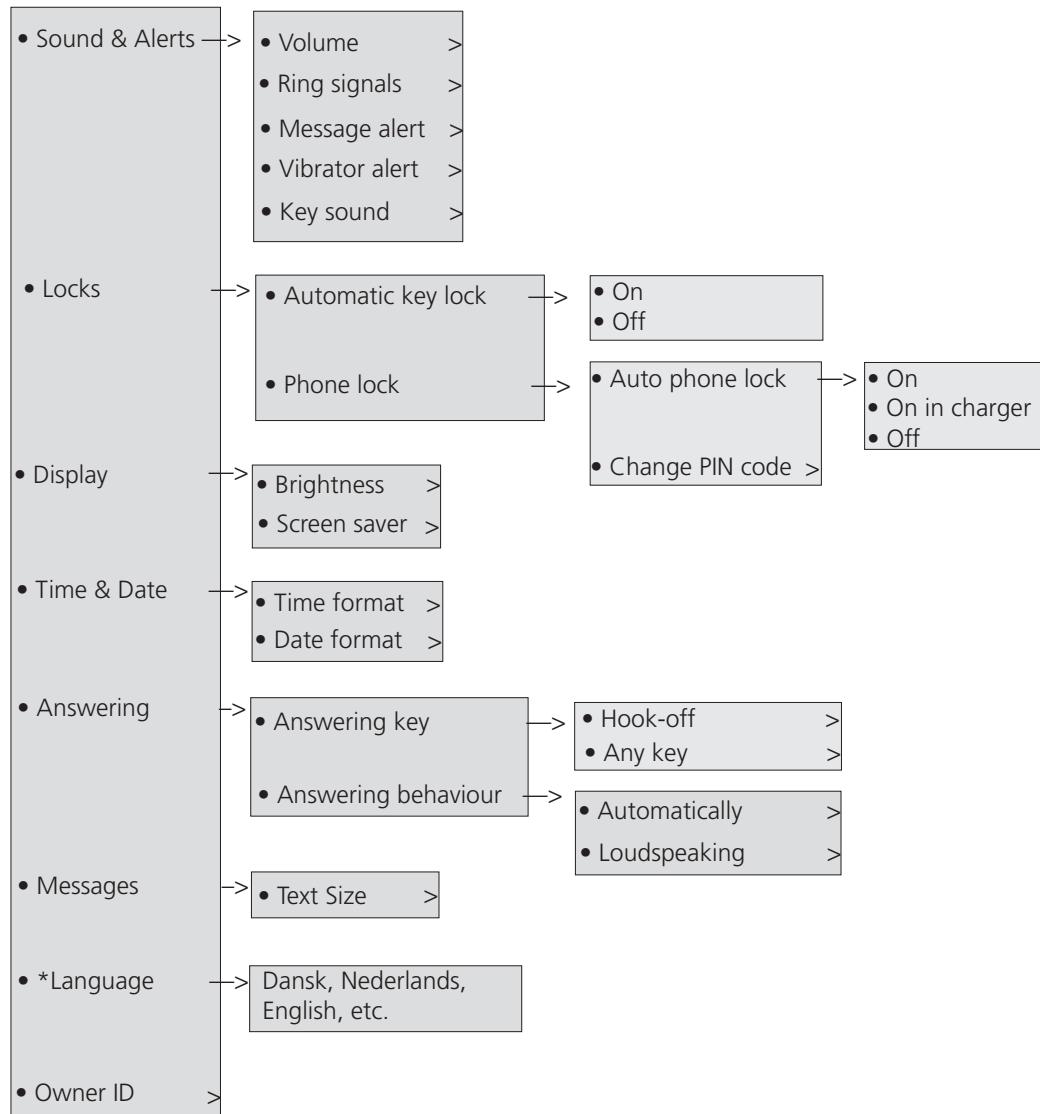
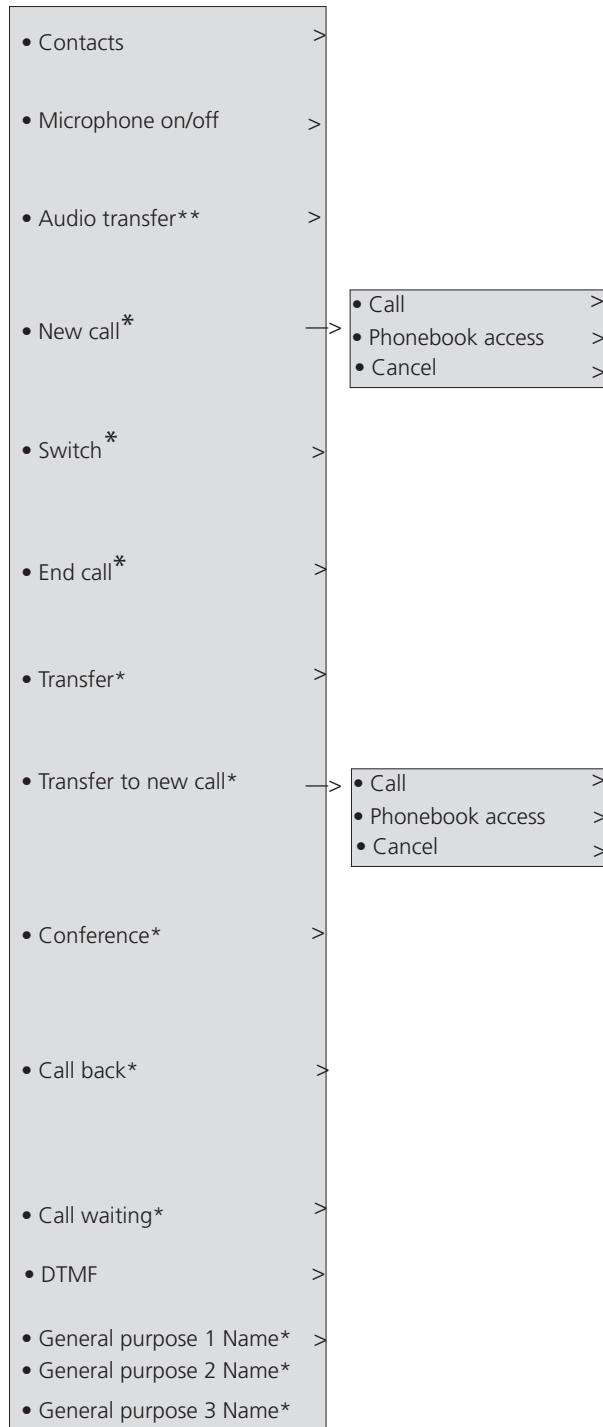


Figure 11 Settings Tab

3.3.9 In Call Tab

The **In Call** tab can be reached during a call from **More**.

See Page 27 for an overview.



**Only available when Bluetooth connection is active.

* Visible if defined in the PDM

Figure 12 In Call Tab

4

Switching On and Off

This section describes how to switch on and off the telephone.

Note: If the message **No System** is displayed you cannot make or answer calls. Depending on system programming, your phone can be automatically locked. To unlock the phone, enter your four-digit code (factory default is **0000**).

4.1

Switching on

To switch on the telephone:



1. Press and hold .
The telephone will vibrate when it is on and the display lights up. A control question will be displayed to confirm switch on.
2. Press **Yes**.

If the phone does not switch on, or the Battery icon indicates low level, charge the battery.

4.2

Switching off

To switch off the telephone:



1. Press and hold .
After a few seconds, a control question is displayed to confirm switch off.
2. Press **Yes**.
The display turns blank and your phone is switched off.

5 Profiles

It is possible to set up a profile for incoming calls, message alerts, vibrating alerts, key sound and so on. This can be useful when many users have the same telephone. It is then easy to switch between the different profiles.

1. Press **Menu**.
2. Navigate to .

5.1 Add new profile

1. Press **Add new**.
2. Enter the name of the profile and select **Save**.
3. Select the profile from list and change profile as wanted.

5.2 Delete profile

1. Select a profile from the list.
2. Press **More**.
3. Navigate with **▼** and press **Delete**.
4. Press **Yes** to confirm.

6 Contacts

This section describes the **Contacts** menu.



1. Select **Menu**, or the confirmation button on .
2. Select .

There is a default ring signal to each number. The ring signal can be changed by selecting **Ring signal** in edit mode.

6.1 Call contact

1. Select **Call contact**.
2. Select a contact from the list, or enter name or number in the search field.
3. Press **Call**.

6.2 Add contact

To add a contact:

1. Select **Add contact**.
2. Select **New**.
3. Select **Add**, and enter the name of the contact.
4. Select **OK**.
5. Add the **Office Number**,**Mobile number** and **Home number**.
6. Press **OK**.
7. Press **Save** to save the settings.

Different ring signals can be set to distinguish for example, work number and mobile number.

Add from Call list

1. Select **From Call list**.
2. Select a number.

3. Press **Add**.
4. Select the number type.
5. Press **Select**.
6. Press **Add** and enter the name of the contact.
7. Press **OK**.
8. Press **Save**.

6.3 Edit contact

1. Select **Edit contact**.
2. Select the contact and press **Edit** twice.
3. Select **Name**, and press **OK**.
4. Press **Save**.

6.4 Delete Contact

1. Select **Delete contact**.
2. Select the contact, and press **Delete**.
3. Press **Yes** to confirm.

6.5 Central Phonebook

The Central phonebook allows you to search by name, number, or the latest result. When the search result is ready, it is possible to view contact information, add the number to new contact, and to send a message by selecting **More**.

You can also call the number by selecting **Call**.

Search by name

1. Select **Central Phonebook**.
2. Select **Search by name**.
3. Enter **First name** and/or **Last name**.
4. Select **Search**.

The search result will be displayed.

Search by number

1. Select **Search by number**.

2. Enter the phone number and select **Search**.

The search result is displayed.

Last result

Select **Last result** to display the last result only.

7

Short cuts

This section explains how the predefined functions can be set as short cuts for the **Soft keys**, **Hot keys**, **Navigation keys**, and the **Multi-function button**.

It is for example possible to define the soft key to make a call or as a short cut to send a message.

7.1

Defining Soft Keys

To define soft keys:

1. Press **Menu** and navigate to **Short cuts**.
2. Select **Soft keys**.
3. Choose between **Left**, **Middle**, or **Right** and press **Select** to confirm.
4. Select **Name** and enter the name of the soft key.
5. Press **OK** to save the setting.
6. Select **Function**, and press **Select** to choose the function for the soft key.
7. Select the function from the list, and press **Back**.
8. Select **Value** (only for some of the functions) and press **Edit**.
9. Enter a value (for example a telephone number), and press **Back**.
10. Navigate to **Control question**, and press **Select**.

Note: By default, the value is **Off**.

7.2

Defining Hot Keys

To define hot keys:

1. Select **Hot keys**.
2. Select **0** to **9**.
3. Select **Function**, and press **Select** to select the function for the soft key.
4. Select the function from the list, and press **Back**.
5. Navigate to **Control question**, and press **Select**.

Note: By default, the value is **Off**.

7.3

Defining Navigation Keys

To define navigation keys:

1. Select **Navigation keys**.
2. Select **Up, Down, Left, or Right**.
3. Press **Select** to enter a name for the Soft key.
4. Select **Function**, and press **Select** to select the function for the soft key.
5. Select the function from the list, and press **Back**.
6. Select **Control question**, and press **Select**.
7. Select either **Off** or **On** and press **Back** to save the setting.

Note: By default, the value is **Off**.

7.4

Defining Multi-function button

The Multi-function button can be defined with two different functions: a long press activates one function, and a double press activates another function.

1. Select **Multi-function button**.
2. Select **Long press**, or **Multi press**.
3. Select **Function**, press **Select** to select function.
4. Select a function from the list, press **Select** and then press **Back**.
5. Select **Value** (only for some of the functions), and press **Edit**.
6. Select **Control question**, and press **On/Off** and then **Select**.
7. Enter a value (for example a telephone number) and press **Save**.

Note: By default, the value is **Off**.

8

My Favourites

This section describes the **My Favourites** menu.

It is possible to customize your menu with predefined functions:



1. Press **Menu** or the confirmation button on .
2. Select  and press the confirmation button or **Select**.

8.1

Add a Favourite

1. Select **Edit**.
2. Navigate to a menu box with ▲ and ▼



3. Press **Change**, or  to check the box.
4. Press **Back** to save the setting.

8.2

Delete a Favourite

1. Select **Edit**.
2. Navigate to a menu box with ▲ and ▼



3. Press **Change**, or  to uncheck the box.
4. Press **Back**.

9 Settings

This section describes settings to configure your telephone.

1. Press **Menu**, or the confirmation button on the Navigation key.
2. Select  in the menu.

9.1 Sound & Alerts

9.1.1 Volume Control

You can adjust the volume in the ear piece, of the loudspeaker for handsfree speaking and the volume of the ringer. Use the volume keys to adjust the volume, see Section 3 on page 13 for the location of the volume controls.

To turn the microphone, ringing sound and warning sound on or off during a call, see Section 13 on page 63.

Adjust loudspeaker volume for handsfree speaking

Press ▲ or ▼ buttons to adjust the volume during a call.

Adjust ear piece volume

Press ▲ or ▼ buttons to adjust the volume during a call. The phone will now store and keep the new volume level.

Adjust ringer volume

1. Press **Menu**.
2. Select .
3. Select the menu item **Sound & Alerts**.
4. Select **Volume**.
5. Press ▲ or ▼ to turn the volume up or down and confirm with **OK**.

9.1.2 Ringer Tones or Melodies

Different signals for internal calls, external calls and callback can be set. By default, there are 14 different signals in the telephone, and 10 additional signals can be downloaded to the handset.

Note: Ask your system administrator on how to download additional signals to your phone.

To set the sound for a ringing type



1. Press .
2. Select .
3. Select the menu item **Sound & Alerts** and confirm.
4. Select the menu item **Ring signals** and press **Select** to confirm.
5. Select the ringing signal type: Internal, External, or Callback and press **Select** to confirm.
6. Select the desired sound by pressing **Play**.
The selected sound is played.
7. Press **Select** to confirm and save the settings.

9.1.3

Message Alert

You can select different signals for mail and voice messages. By default, there are 16 different signals in the telephone, and additional signals can be downloaded to the handset.

To set the sound for Message Alert



1. Press .
2. Select .
3. Select the menu item **Sound & Alerts** and press **Select** to confirm.
4. Select the menu item **Message alert** and press **Select** to confirm.
5. Select the message alert type and confirm with **Select**.

9.1.4

Vibrator Alert

If you do not want to be disturbed by the ringing of your phone, but still get the call indication, or if you are in a noisy environment, you can activate the Vibrator alert.



1. Press .

2. Select .
3. Select the menu item **Sound & Alerts** and press **Select** to confirm.
4. Select the menu item **Vibrating alert** and confirm.

The following options are available:

- **On** for Vibrator alert.
 - **On if silent** for Vibrator alert when the ringer is permanently off. See Section 9.1.1 on page 41.
 - **Off** for no Vibrator alert.
5. Select the desired option and press **Select** to confirm.

9.1.5 Key Sound

Key sound is the sound you hear each time you press a key. This feature can be enabled and disabled.



1. Press .
2. Select .
3. Select the menu item **Sound & Alerts** and press **Select** to confirm.
4. Select the menu item **Key sound** and press **Select** to confirm.
5. Select one of the following options:
 - **Click** to have a Key sound with each key press.
 - **Tone** to have a Key sound with each key press.
 - **Silent** for no Key sound.
6. Press **Select** to confirm and save the settings.

9.2 Display

9.2.1 Display Brightness

Your phone has a display which is illuminated when a key is pressed. The illumination automatically goes off after a while, unless you press a key.



1. Press .
2. Select 
3. Select the menu item **Display**
4. Select **Brightness**.

The following options are available:

- Normal
- Power save

The current setting is indicated.

5. Select one of the options:
6. Press **Back** to confirm and save the settings.

9.2.2 Screen saver

You can decide to display or turn off time and status information when the phone is not used.



1. Press .
2. Select 
3. Select the menu item **Display**
4. Select **Screen saver**.

The following options are available:

- Information
- Black

The current setting is indicated.

5. Choose between one of these two options and press **Select**.
6. Press **Back** to save the setting.

9.3 Time and Date Settings

The time and date information is updated automatically by the system.

Set time format

1. Select **Time & Date** and press **Select**.
2. Select **Time format**.

The following options are available:

- 12 hour
- 24 hour

3. Press **Select** to save the setting.

Set date format

1. Select the menu item **Time & Date** and press **Select**.
2. Select **Date format** and press **Select**.

The following options are available:

- DD/MM/YYYY, that is, 17/09/2007 (also called Europe)
- MM/DD/YYYY, that is, 09/17/2007 (also called US)
- YYYY-MM-DD, that is, 2007-09-17 (ISO 8601)
- MMM DD YYYY, that is, Sept 17 2007
- DD MMM YY, that is, 17 Sept 07
- DD.MM.YYYY, that is, 17.09.2007
- DD-MM-YYYY, that is, 17-09-2007

3. Press **Select** to choose the setting and then **Back** to save it.

9.4

Changing Answering Methods

The phone can be set to answer a call automatically when a headset is used, or to answer a call by a press on any key.

9.4.1

Normal Answering

The answering behavior is by default set to Hook-off. It can be set to any key by doing the following:

1. Enter .
2. Navigate to **Answering**, and select **Answering key**.
3. Select **Any key** and press **Back** to save the setting.

9.4.2 Automatic answer

Note: The automatically answer mode is only relevant when a headset or a Bluetooth headset is connected.

To set the phone to answer automatically, do the following:

1. Enter .
2. Select **Answering** and then select **Answer behaviour**.
3. Select **Automatically** and press **Change** to activate the automatic mode.
4. Press **Back** to save the setting.

All incoming calls will be connected automatically when this behavior is selected.

To remove the setting, press **Change**.

9.4.3 Automatic Loudspeaker

To set the phone to automatically answer with loudspeaker, do the following:

1. Enter .
2. Select **Answering** and then **Answering behaviour**.
3. Select **Loudspeaking** and press **Change** to activate the loudspeaking mode.
4. Press **Back** to save the setting.

All incoming calls will be connected in loudspeaking mode when this behavior is selected.

To remove the setting, press **Change**.

9.5 Modifying the Size of Messages

To modify the text size of messages:

1. Enter .
2. Select **Messages**.
3. Select **Text size** and press **Select**.

The following options are available: **Normal** or **Large**.

4. Select the size and press **Back** to save the setting.

9.6 Language

The display messages are available in 18 languages: Brazilian Português (Brazilian Portuguese), (Czech), Dansk (Danish), Deutsch (German), English, Español (Spanish), Français (French), (Greek), (Hungarian), Italiano (Italian), Nederlands (Dutch), Norska (Norwegian), (Polish), (Russian), (Slovakian), Soumi (Finish), Svenska (Swedish), and (Turkish). To switch menu language, do the following:



1. Press
2. Select .
3. Select the menu item ***Language**.
4. Select the desired language and press **Select** to confirm.

Wait for the phone to change language and connect to the network again.

Note:

- The telephone will need to search the system while switching menu language.
- If, by mistake, you changed the language, the * before Language will allow you to easily find where in the menu to switch languages.

10 Connections

This section describes the **Connections** menu.

To access the **Connections** menu:



1. Press **Menu**, or the confirmation button on .
2. Select , and press the confirmation button or **Select**.

10.1 Headset

The following options are available:

- Microphone on boom
- Microphone on cable

To change the option:

1. Select **Headset**.
2. Navigate to the desired option and press **Select**.
3. Press **Back** to save the setting.

10.2 Bluetooth

Enable Bluetooth connection

1. Select **Bluetooth**.
2. Select **Enable**.

A Bluetooth connection icon  is displayed.

Disable Bluetooth connection

1. Select **Bluetooth**.
2. Select **Disable**.

Connect Bluetooth Headset

This can only be done if a Bluetooth connection is enabled.

1. Select **Headset**.

2. Select **Add new**.

The information text **Put headset in Pairing mode** is displayed.

3. Press **OK**.

It will now search for a Bluetooth headset for connection.

4. Press **Pair** once the headset is found.

5. Enter the PIN code.

6. Press **OK**.

If the pairing mode is successful, the **Successful pairing** message is displayed.

10.3 System

Only available systems are displayed. It is possible to switch between the systems if they are configured by system administrator in the Central Portable Device Manager (CPDM) or the Desk PDM.

Subscribe System

The cordless telephone can subscribe up to eight different systems.

To subscribe a new system the **PARK** (Portable Access Right Key) and **Ac** (Authentication code) related to the system you are going to log on to are needed. Contact your system administrator for more information.

1. Enter **System name**.

2. Press **Next**.

3. Enter the **PARK** code.

4. Enter the AC code and press **Next**.

An information text **Protection on?** is displayed.

5. Select **Yes/No**, if the new system is to be protected or not.

6. Press **OK**.

A searching mode starts.

Unsubscribe System

1. Select **Unsubscribe** to delete a System subscription.

2. Select **Delete**.

Note: It is not possible to delete a protected subscription.

Rename System

If there are different location areas that are using the same System, it is possible to change the name of the system in the telephone for easier location of the telephone, for example; System A (Herrljunga), System A (Gothenburg).

1. Select **Rename System**.
2. Select the system to rename and press **Edit**.
3. Enter the new name.
4. Select **Save**.

Priority

The default order of priority is the order of entered subscriptions. This means that the first subscribed system has the highest priority. This list can be edited by the user. It is possible to set the systems in priority by moving them up or down in the list. It is also possible to get priority information by selecting **Info**.

1. Select **Priority**.
2. Change the priority if needed by selecting **Up** or **Down**. The priority will be saved when **Back** is selected.

10.4 In Charger

10.4.1 Redirecting Calls and Messages from Charger

Calls can be redirected to another extension when the cordless telephone is placed in the DC4 charger and the Rack charger. The function is automatically cancelled when the phone is removed from the charger.

1. Select **In charger** mode and press **Select**.
2. Navigate to **Redirect** and press **Select** to save the setting.

10.4.2 Detaching from system while charging

When the cordless telephone is placed in the charger the phone can be detached from the system but still be switched on and charging.

1. Select **In charger** mode and press **Select**.

2. Select **Switch off** and press  to save the setting.

11 Incoming Calls

The flashing LED, accompanied by a ring signal and/or a vibrating handset, indicates an incoming call. The ring type can tell if the call is an internal, external or callback call. Both ring signal and vibrator can be disabled. The calling party's number, name, or both, is displayed. The name of the caller will be shown if the calling party's phone number is stored in the local or central phonebook.

When a headset is connected to the handset, the answering button on the headset can be used to answer the call.

Other answering methods can also be set. This is done in the **Settings**  menu, see Section 9 on page 41. The answering methods are:

- Automatically
- Loudspeaking

When **Automatically** is enabled, an incoming call will be answered automatically after about one second. The answer behavior is enabled and disabled in the **Settings** menu..

The 25 last received phone numbers are stored in the **Call list**, together with the latest dialled and missed phone numbers, see Section 12.3 on page 59.

11.1 Answering Calls

To answer a call, press .

Note: Calls can be answered at any time, even during programming, or keying in a number, and so on. When the phone is in idle mode, you can change the answering method.

11.1.1 Mute ring signal temporarily

If the phone rings at an inconvenient moment:

1. Press  for several seconds to suppress the ringing.

All alert signals, except the vibrator, will silence for this specific call.

2. Press  to answer the call.

11.1.2**Switch ring signal on/off**

You can set your phone to Silent Ringing, when your phone is in idle mode:

Press  for several seconds to switch the ringer on or off. When switched off, the  is shown. All alert signals will silence until the ring signal is switched on again. If the vibrator is set to On when silent, it will alert you of new calls, messages and alarms.

11.1.3**Reject a call**

If you do not want to take the call, when the phone rings:

Press  to reject the call.

The call is disconnected.

11.1.4**Loudspeaking**

An incoming call can be connected with loudspeaking function active by pressing the left Soft key. During a call, a press on the left Soft key activates the loudspeaking function. Press the left Soft key again to turn it off.

11.1.5**End the call**

To end a call:

Press .

The display shows the duration of the call.

11.1.6**On another extension**

To answer a call to a phone in another room:

1. Call the ringing extension and press .
- You will hear a busy tone.
2. Press **8**.

Note: France press **4**; Sweden press **6**.

11.2

Call List-Up Individual

When your extension is idle, you can also answer a call that is ringing for another extension, without having to change extensions.

1. Dial the **1 3** for the call pick-up service.
2. Directly dial the directory number that is ringing.

3. Press  to call the selected number.

Note: Some extensions may possibly be equipped with permanent protection against call pick-up. If this is the case, this service will obviously be refused on these extensions (and the other way round).

11.3

Missed Calls

1. Select **Missed calls**, and step with **▲** and **▼** to scroll in the list.
2. Press **Call** to call back.

The **More** soft key allows you to view the time/date of the call, edit the entry, add to contacts, send message, delete an entry, and delete all entries.

11.4

Call Time

To display the total time of the previous call and last call:

1. Press **Menu**.
2. Go to the **Calls** menu with **▲** and press the confirmation button or **Select**.
3. Select **Call time**.

11.5

Call Services

Note: These functions are system dependent. The parameters are set up in the CPDM or Desk PDM by system administrator.

Absence Handling

1. Go to the **Call services** menu with **▼** and press the confirmation button or **Select**.
2. Select **Absence**.
3. Select **Activate**.

If the cordless telephone is preprogrammed, a number of absence reasons can be displayed.

For example **Lunch**, **Meeting**, or **Trip**.

Press **Select**, enter time or date, when present again (use ▶ to switch between AM and PM) and press **Select**.

Note: It might take several seconds for the phone to dial and send the code to the PBX.

Deactivate the absence setting

1. Enter **Call services**.
2. Select **Deactivate**.
3. Press **Select**.

Divert calls

To divert calls to another extension:

1. Go to the **Call services** menu with ▼ and press the confirmation button or the **Select**.
2. Select **Divert calls**.

A list with predefined extension names/numbers will appear if the cordless telephone is preprogrammed through the Central Portable Device Manager.

Divert Internal/External calls

1. Select **Internal/External**.
2. Select **Activate**.
3. Enter the number to divert.
4. Press **OK**.

To stop diversion select **Deactivate** and press the confirmation button or **OK**.

Divert Calls if No reply

1. Select **No reply**.
2. Select **Activate** and press **OK**.
3. Enter number to divert to.
4. Press **OK**.

To stop diversion select **Deactivate** and press the confirmation button or **OK**.

11.6 Call list

Select **Call list**, and move with ▲ and ▼ to scroll in the list.

View the time of a call

1. Press **More**.
2. Select **Time of call**.

The time and date is displayed.

Edit number from Call list

1. Press **More**.
2. Select **Edit**.

Save number

1. Press **More**.
2. Select **Add contacts**.

Send message

1. Press **More**.
2. Select **Send message**.

Delete entry from the Call list

1. Press **More**.
2. Select the entry to delete.
3. Select **Delete**.
4. Press **Yes** to delete the entry from the list.

Delete all entries from the Call list

1. Press **More**.
2. Select **Delete all**.
3. Press **Yes** to delete all the entries from the list.

12 Outgoing Calls

If you make a call but the person is not available, the following functions will help you to establish contact with the called party.

To make a call through the phonebook, see Section 16 on page 87.

12.1 Pre-dial

To use pre-dial:



1. Enter the number and press to get the line.

The number is shown on the display while dialling.

2. If needed, press **Clear** to erase a digit.

By using the navigation key, it is possible to step and add or delete a digit in the middle of a number.

12.2 Dial Using a Pre-programmed Hot key or Soft key

A Hot key can be programmed to give access to frequently used functions such as dialling a specific telephone number, a shortcut on the menu, or sending an SMS. Any key "0", "2" - "9" can be set to a Hot Key. A long press on any of these digits in standby mode are by default a shortcut to the Call contact list. Press the pre-programmed Hot key, Soft key or multifunction button to dial the number. The call will automatically be connected.

12.3 Dialling a Number from the Call List

The 25 last received, dialled and missed phone numbers are stored in the **Call list**. If Clock and Date function is set, it is possible to see the time for the calls made or received that day.

The following day, the time stamp is changed to a date stamp. For more information on time and date settings, see Section 9.3 on page 44.

To dial a number stored in the **Call list**, do the following:



1. Press .
2. Step in the **Call list** and select the number to dial.



3. Press or **Call**.

The number can be edited before the call is started, to do this, do the following:

- Press **More**.
- Select **Edit**.



- Change the number and press or **Call**.

Note: If a number occurs more than once, the last time stamp together with the total number of occurrences, is shown.

12.4

Dialling a Number from a Message

It is possible to dial a number included in a received message located in the **Messaging** menu.

To dial from a message:

1. Enter the **Messaging** menu.
2. Select **Inbox**.
3. Select the number from the list.
4. Select **View**.
5. Select **More**.
6. Select **Call sender**.

12.5

Dialling a Number from the Local Phonebook

1. Enter the **Contacts** menu.
2. Select **Call contacts**.
3. Select the contact from the list, or search name/number by entering characters.
4. Press **Call** or the Hook-off button to make the call.

12.6

Dialling a Number from the Central Phonebook

1. Enter the **Contacts** menu.
2. Select **Central Phonebook**.
3. Select **Search by number**.

4. Enter the first name and/or the last name and press **Search**.

5. Press **Call** or  to make the call.

12.7 Dialling a Name from the Central Phonebook

1. Enter **Contacts**.
2. Select **Central phonebook**.
3. Select **Search by name**.
4. Enter the first/last name and press **Search**.

5. Press **Call** or  to make the call.

13 During Calls

The MD Evolution Communication Platform allows you to handle calls in many different ways.

You can transfer the call, put a call on hold or do a blind transfer.

13.1 Start a New Call during Conversation

1. Press **More** during the call.
2. Select **New Call**.
3. Press **Select**.



4. Dial the number and press

13.2 Dialling during a call

When calling interactive teleservices, for example telephone banks, you need to use Dual Tone Multi Frequency (DTMF) signals. If the phone exchange is not already programmed to automatically convert entered digits into DTMF signals, this function needs to be activated during the call.

To dial digits during a connected call, do the following:

1. Press **9** or **More**.
2. Dial the required digits.
Entered digits are transferred as DTMF signals.

Note: In Finland, press **1** and dial the required digits.

13.3 Transfer a Call/Retrieve the Call

1. Press **More** during the call.
2. Select **Transfer**.
3. Press **Select**.
4. Dial the number of the person you want to transfer the call to.

5. Press

13.4 Blind Transfer

1. Press **More** during the call.
2. Select **Transfer to new call**.
3. Press **Select**.
4. Dial the number of the person you want to transfer the call to.

5. Press  to transfer the call.

13.5 Put a Call on Hold

An ongoing call can temporarily be put on hold. Calls put on hold can be resumed to your own or on another phone. To put a call on hold, do the following:

1. Press **Options** during the call.
2. Mark **Hold: (No.)** and press **Select**.

The call is put on hold and the text **On hold (No.)** is displayed.

To retrieve the call press **Options** once again and mark **Retrieve**. The call is retrieved and the text disappears from the display.

13.6 Adjust the Volume during a Call

Press the **Volume up** button to increase the volume, and the **Volume down** button to decrease the volume. The phone will now store and keep the new volume level.

It is also possible to use the navigation key ▲, and ▼ to adjust the volume.

13.7 Mute Microphone

To mute the microphone during an ongoing conversation, do the following:

1. Press **More** during the call.
2. Select **Microphone off** and press **Select**:

The  icon indicates a silenced microphone: the other part in an ongoing call cannot hear you.

To turn the microphone back on, press **More** during the call, and select **Microphone on** and then **Select**. It also possible to turn the microphone off/on by a long press on .

13.8 Loudspeaking Function

How to activate the loudspeaking function is dependent of the choice of answering method.

An incoming call can be connected with the loudspeaking function active by pressing the left Soft key. During a call, a press on the left Soft key activates the loudspeaking function. Press the left Soft key again to turn it off. You can also activate this function by selecting another answering method. For the loudspeaking function you have two choices in the menu:

- **Automatically**. All incoming calls will be connected automatically.
- **Loudspeaking**. All incoming calls will be connected in loudspeaking mode.

13.9 Call Diversion

All calls (internal calls, external calls, calls when busy, or calls at no answer) can be diverted to another telephone number. The diversion is made through **Calls -Call services - Divert calls**.

13.10 Conference

When having an ongoing conversation and want to establish a telephone conference, do the following:

1. Press **More**, mark **New call** and press **Select**.

2. Dial the number and press  ..

When the third party has answered, continue with the following to establish a conference.

3. Press **More**, mark **Conference** and press **Select**.

Note: You can also press **3**.

4. Repeat the procedure to add more conference members.

Note: A tone burst is heard each time a participant enters or leaves the conference. When the conference leader leaves the conference, the conference will continue with the other included parties. The conversation is changed back to a normal two party connection when there is only two parties left.

14 Messaging

This section describes the **Messaging** menu.

14.1 Message List

The thirty last messages are stored in a list. The message list is located in the **Messaging** menu. Time and date information is included in the message.

14.2 Receiving a Message

When a text message is received, the LED starts flashing and the message alert signal sounds. The **New message** icon is displayed. The icon will remain in the display until all new messages are opened. If the message is received during a call a beep notifies the user.



The message can be read by selecting **Yes**, and reply/forward the message or call the sender. It is also possible to **No** or read the message later by selecting **No**. The message will in both cases be stored in the Inbox.

14.2.1 Reading a Stored Message

To read a stored message:

1. Enter the **Messaging** menu.
2. Select **Inbox**.
3. Select the stored message and press **View** to read the message.

14.2.2 Replying to a Message

To reply to the message:

1. Press **Yes**.
2. Press **Reply**.
3. Enter the message and press **Send**.
4. Enter the number and press **Send**.

14.2.3 Deleting a Message

To delete the message:

1. Enter **Messaging**.
2. Select **Inbox**.
3. Select the message to delete and press **More**.
4. Select **Delete** and press **Yes** for confirmation.

The message is deleted.

14.2.4 Forwarding a Message

To forward the message to another telephone:

1. Enter **Messaging**.
2. Select **Inbox - Message - View**.
3. Press **More** and select **Forward**.
4. Press **Send**, enter number, and press **Send** to forward the message.

14.2.5 Calling the Sender of the Message

To call the sender of the message:

1. Enter **Messaging**.
2. Select **Inbox**.
3. Select the message and press **More**.
4. Select **Call sender**.

14.2.6 Calling a Telephone Number included in a Message

If the sender wrote a telephone number in the message it is possible to call the number without dialling it.

1. Select **View - More**.
2. Select **Call (No. in text)** and select **Call**.

14.2.7 Writing and Sending a Message

1. Enter the **Messaging** menu.
2. Select **Write new message**.

Keys **0-9**, *****, or **#** can be used. Key **0** and **1** contains special characters, see Section 16.6.1 on page 90 to see all characters. The maximum message length is 160 characters.

Note: Some characters require 2 bytes in the final message, therefore the user will sometimes not be able to enter 160 characters.

The first character entered will be an upper level character followed by lower level characters unless the * key is pressed before entering the character.

When pressing a key, the first available character on that specific key is displayed, see Section 16.6.1 on page 90.

To get any of the other characters on that key, press the key until that character appears in the display.

To get the character E, press key 3 twice.
"E" appears in the display and is selected after a timeout or when another key is pressed.
To delete a character, press "Clear".
Press "Send", enter the call number and press "Send" to send the message.

Example 1

14.2.8 Opening a Sent Message

To open a sent message:

1. Enter the **Messaging** menu.
2. Select **Inbox** or **Sent** and select the message.
3. Press **View** to send the message.

14.2.9 Sending to Another Destination

1. Enter the **Messaging** menu.
2. Select **Inbox** or **Sent** and select the message.
3. Press **More** and select **Forward**.
4. Press **Send**.
5. Enter the number and press **Send**.

15

Voice Mail Services

Depending on its configuration, your facility may have an integrated voice mail system, which may or may not be associated with an automated attendant service.

If this is the case, you then have normal access to a personal mailbox.

You may then program your extension to forward your calls to this mailbox when you do not answer, if you are busy, or if you are temporarily absent.

According to the operating mode attributed to your mailbox, your parties will simply be informed of your absence, and then you will have the option of either leaving a voice message for you, or having their call redirected to an assistant or any other extension you may have defined.

Whenever a new voice message is left in your mailbox, you will be automatically notified by an icon displayed on your extension. You may also program the system to notify an external number as well.

Calling the integrated voice mail service then permits you to consult each new voice message that was left, and then you may either delete it or archive it, as you deem necessary. You may consult your mailbox from your extension, from any other extension in the facility, or from an external network.

You also have mailbox management options, such as recording a personalized greeting, programming an external notification upon reception of voice mail, or programming an assistant's number, as the case may dictate.

If you are part of (a) hunt group(s) (see Section 19 on page 103), you will also receive voice mail that may be left for the hunt group in general when no one answers, if the group is congested or when it is closed. These messages may also be consulted directly from your individual mailbox.

Besides your individual mailbox, you may also be assigned to a common mailbox for distribution purposes, which may also be shared between different extensions in your facility.

This allows calling parties, or even you, to leave a voice message in this common mailbox that will then be distributed to all of the members who share this mailbox.

Note: This is also true, of course, of all the other extensions in your facility. Everyone then, has the liberty of leaving voice mail in any available individual or common mailbox.

15.1

Receiving a Voice Mail

A new voice mail is indicated by . Information is stored in the **Voice** inbox.

15.2

Checking the Voice Inbox

1. Enter the **Messaging** menu.
2. Select **Inbox**.

The voice mail will be displayed in the inbox list.

The  icon followed by the total number of new voice mails in the users mailbox is displayed.

3. Select **Voice Mail** and press **View** and then **Call**.

15.3

One Key Voice Mail Access

If the mailbox extension number is downloaded to the phone, a long press on **1** when in standby mode will call the mailbox. If the extension number is not available an error beep is generated.

15.4

Voice Mailbox Modes

Your individual mailbox may be managed according to one of the following three operating modes:

- In **answering** mode: Your mailbox only plays an absence message that you may manage yourself. Calling parties who are directed to your mailbox hear your message, however they are not able to leave a message for you.
- In **recording** mode: Your mailbox plays a greeting that you may manage yourself. Then, calling parties who are directed to your mailbox hear your message, and then may leave a voice message for you that you may subsequently consult.
- In **personal assistant** mode: Your mailbox plays a greeting that you may manage yourself. Then, calling parties who are directed to your mailbox may either leave a voice message, or if they so desire, be redirected to your assistant, to another extension you previously designated, or to your facility's attendants.

The selection of an operating mode for each mailbox is usually overseen by your system administrator. The mode usually used is the recording mode (which is assumed in the rest of this guide).

15.5

Call Forwarding to Voice Mailbox

Forwarding calls to your individual mailbox may be effective according to one of the following types of call forwards:

- **Call forward on no-answer condition:** Your calling parties will be re-directed to your mailbox, whenever you do not answer, typically after a 20-second delay.
- **Call forward on busy condition:** Your calling parties are immediately re-directed to your mailbox whenever your extension is busy.
- **Call forward on no-answer and busy conditions:** Your calling parties are re-directed to your mailbox when there is no answer and when your extension is busy.
- **Immediate call forward:** All calls are immediately re-directed to your mailbox.

This may consist of a fixed call forward on no-answer condition, on busy condition, or a call forward on no-answer and busy conditions that was defined by your system administrator. This is applied by default whenever you do not define a variable call forward for your calls. This is often the case when a facility uses an integrated voice mail service, which - by default - receives your calls encountering a no-answer or busy condition.

You may also program the call forwarding to your mailbox yourself. This variable call forward takes precedence over a possible fixed call forwards.

The operating modes for these different services are identical to the other call forwarding services - See Section 17 on page 93.

The recipient number for your call forward is the internal access number for your facility's integrated voice mail system.

For Call Forwarding to your Voice Mailbox when your extension is idle:

1. Dial the prefix that corresponds to the desired type of call forward.

Usually, you will dial one of the following:

6 1 To activate an immediate call forward.

6 2 To activate a call forward on no-answer condition.

6 3 To activate a call forward on busy condition

6 9 To activate a call forward on no-answer condition and busy condition.

2. Dial **8 8 4**

This is the usual access number for a system's integrated voice mail system. If you need more information, contact your system administrator.

3. Press  to activate the service.
4. Wait for the Service Acceptance Tone.
5. Press  to finish the procedure.

15.6

Voice Mailbox Greeting Messages

Once a call forward to your mailbox has been programmed, parties directed to your mailbox will first receive a greeting message.

By default, the greeting message is: **Welcome in the called extension mailbox**. In the case where the call forward is on busy condition, it is preceded by the following system message: **The requested extension is busy**.

You may personalize this greeting as you wish. Until you have personalized the greeting, the system will offer you this option whenever you consult your mailbox.

A new system message then prompts the party to leave a voice message after the beep (except in cases of where the mailbox is set to answering mode only).

The standard configuration allows a voice message to last up to 30 minutes, with up to a total of 100 messages that may be saved in your mailbox, depending on the voice mail system's capacity.

Note: Messages lasting less than 3 seconds are not taken into account. An 8-second silence will automatically terminate a voice message.

This is also the case when you are directed to your calling party's mailbox.

15.7

Voice Mailbox Messages Internal Notification

Whenever a new message is left in your mailbox, you will be immediately notified by an icon displayed on your extension.



Voice message received and unread.

This notification status remains until you have consulted the new message, or if there are any unread messages in your mailbox.

Received messages are divided into the following categories:

- New messages (not heard); indicated by a vocal message and a special dial tone.

- Stored messages; not indicated.

15.8 Voice Mailbox Messages External Notification

You may also program your extension to automatically notify you at an external number whenever a new voice message is left in your mailbox.

Typically, this number could be your GSM mobile phone when you are out of the office.

When a new message is left in your mailbox, a call is then automatically emitted to each external number that you have defined.

If you answer this automatic call, you will be transferred directly to your mailbox. You will then be prompted to enter your user password in order to consult your new voice message.

If you do not answer within a certain timeframe (typically, 30 seconds), the automatic call process will be repeated with up to 5 consecutive attempts, executed at 45-minute intervals (typical values).

Note: External notifications of new voice messages left in your mailbox is usually restricted to business hours between 9 a.m. and 6 p.m., based on your facility's local time.

15.9 Voice Mailbox Internal Access

Access the mailbox from your own extension

1. Enter the directory number of the mailbox system.

Listen and follow the voice announcements in the main menu.

Consulting voice messages left in your mailbox is usually carried out from the extension that was notified.

Depending on the configuration, you might be asked for your password before you can enter your mailbox:

2. Enter your user password.

By default, your user password is **1234**, however you may have modified it. (See Section 20.8 on page 114)

15.10 Voice Mailbox External Access

Normally, it is also possible for you to access your voice mail from a DTMF analogue extension or a GSM mobile phone that supports DTMF end-to-end dialling mode on an external network.

Access is then gained through the automated attendant usually implemented and associated with a system's integrated voice mail, even when an automated attendant's functions are not effectively used.

Access is gained as follows:

1. Dial the DID number for your company's automated attendant (AA).

Usually, the internal number for the automated attendant is 885. This is associated with DID numbers relating to your facility. Contact your system administrator for more information.

You are then connected to the automated attendant's voice menu.

2. Dial * in order for your call to be transferred to voice mail.

* is the code used by default to consult voice mail through the automated attendant. It may have been replaced by #. You are then connected to the voice mail system and are prompted to dial the mailbox number you wish to access.

3. Dial your extension number, which is also your mailbox number.

As with internal consultation, a system message prompts you to enter your user password.

4. Enter your user password.

By default, your user password is **1 2 3 4**, however you may have modified it. (See Section 20.8 on page 114). You are now connected to your mailbox's consultation menu.

Note: Interaction with the voice mail system or automated attendant is carried out through the exchange of DTMF codes. For an internal call, the transition to DTMF end-to-end dialling is automatic. It is also the default from an external analogue DTMF extension. From a GSM mobile phone, transition to DTMF end-to-end dialling may necessitate a specific operation, depending on the GSM mobile phone involved.

The above method is also applicable for consulting your voice mail from a third party set within your facility. Simply begin by dialling the internal number - typically 885 - for the automated attendant.

An alternative solution for accessing your mailbox from outside your facility is dialling your DID number. If your extension is successfully connected to the voice mail system, the rest of the procedure is identical to that described.

15.11 Voice Mailbox Managing

Whether you consult your voice mailbox from your own extension, from a third party set, or from an external network, once you are connected to your

mailbox's consultation menu, the services offered to you for processing your messages are always the same.

This also is true of the personalization services for your mailbox, accessed in the same manner.

Initially, your mailbox will indicate how many voice messages were recorded, according to one of the following two system message forms:

- You have X new messages and Y old messages.
- You have no message. Please hang-up or dial * to customize your mailbox.

The voice mail system distinguishes new messages that have not been heard from those that have already been heard and that were subsequently automatically archived, unless you specifically erased them.

These are organized into two distinct lists, where each type of message is sorted in chronological order from the oldest to the newest.

Next, the consultation menu will indicate the various services that are available for managing your messages. You may listen to it in its entirety, or interrupt it at any time by dialling a service code.

Note: The consultation menu is repeated up to 3 times if you do not execute an action when it is being played. It is also automatically repeated when a service has been successfully completed.

The services available for listening to voice messages are as follows:

Dial 3 to listen to the next message

Initially, you will hear the oldest **new** message, and then each following message, in the chronological order described above.

Dial 1 to listen to the previous message

You then will hear the messages in the opposite chronological order of the one described above.

Dial 2 to listen to the previously selected message

The message is repeated from the beginning.

Dial 4 to rewind within the current message

The message is rewound to the point 10 seconds prior to the current point.

Dial 5 to listen to pause or restart the current message

Pressing the pause code the first time will suspend the play of the message at the current point. Pressing the same code a second time restarts the message

from this same point; play will be automatically restarted after a 15-second pause.

Dial 6 to listen to fast-forward within the current message

The message is fast-forwarded to the point 10 seconds past to the current point. You may also request the date and time stamping for the message to which you are currently listening. To do so:

Dial 7 to obtain the date and time stamping for the current message

Depending on whether the message was left on that same day or a previous day, the day/month (DDMM) and hour/minute (HHMM) data concerning when your message was left are transmitted vocally on your extension (according to one of the forms described below), and then your current message is restarted.

- Message received at HHMM today.
- Message received at HHMM on DDMM.

Once you have listened to your messages in whole or in part, you may then individually erase each message, or request that your entire mailbox be erased. To do so:

Dial 8 to listen erase the current message

This can be carried out immediately following the message, or while it is being played.

Dial 8 # to erase all of the messages in your mailbox

This pertains to both new and archived messages in your mailbox, even if the former have not been heard. In either case, a system message will prompt you to confirm erasing the current message or all of your mailbox messages. At any time, you may exit the voice mail system. To do so:

Dial 9 to end your call

Pressing the pause code the first time will suspend the play of the message at the current point. Pressing the same code a second time restarts the message from this same point; play will be automatically restarted after a 15-second pause.

Press  to end this service.

Your extension returns to idle status. The non-consulted messages remain classified as new messages, while consulted messages are automatically archived. The icon indicating new messages will still be displayed on your extension if any non-consulted voice messages remain. On the other hand, if you have consulted all of your mailbox messages, your extension is automatically un-notified.

Note: Typically, new messages are saved for a period of 30 days. Archived messages are typically saved for 7 days, after which they are automatically erased.

15.12 Automatic Call-Back from Voice Mailbox Message

When you are consulting a voice message, you also have the option of automatically calling the number that the system automatically saved when the caller left the message.

This may consist of an internal or external calling party, according to his/her identification provided by the ISDN network (or equivalent).

To do this, while listening to a message:

Simply dial **0**

The person who left the message is then automatically called and the call is established just as if you had manually dialled the internal or external party's number.

15.13 Additional personal assistant services

If your mailbox is set to personal assistant mode, you offer your calling parties the option of leaving voice messages that you may subsequently process as previously described.

They also have the option of being directed to the personal assistant you designated - typically your secretary's extension or your facility's attendants.

To do so, after your greeting is played, the system message is played and prompts each caller to leave a voice message after a *beep*, and also offers them the following alternative options:

Dial 0 to be connected to your personal assistant

The call is then directly connected to the designated internal extension, or by default - if you had not defined it - to the attendants.

Dial 9 to be connected to the attendants

The call is directly routed to the attendants. If neither of the two preceding codes is dialled within a 3-second delay, the call is directed to your mailbox, by default

Note: The number for a personal assistant may possibly be an external number.

This is also the case when you are directed to your calling party's mailbox that is set to personal assistant mode.

15.14

Voice Mailbox Personalization Services

Whether you consult your voice mailbox from your own extension, a third party set, or from an external network, once you are connected to your mailbox's consultation menu, the services offered to you for personalizing your mailbox are always the same.

To do so, while listening to your mailbox consultation menu:

Dial *. You will then hear the personalization menu for your mailbox.

This menu will present the various services that are available for personalizing your mailbox. You may listen to it in its entirety, or interrupt it at any time by dialling a service code.

Note: The personalization menu is repeated up to 3 times if you do not execute an action when it is being played. It is also automatically repeated when a service has been successfully completed.

The services available for personalizing your mailbox are as follows:

Dial 1 to manage your greeting message. This applies no matter what operating mode your mailbox is set to, and allows you to manage the first message that callers who are directed to your mailbox will hear.

A new menu is therefore played, which prompts you to:

- Dial **1** to listen to the greeting that is currently saved.
- Dial **2** to record your new greeting. The maximum length for a greeting is 3 minutes. You may end the recording by dialling any code, or by remaining silent for 8 seconds.
- Dial **3** to erase the greeting that is currently saved. It is then replaced by the default greeting proposed by the voice mail system, until you record a new one.
- Dial **9** to return to the main mailbox personalization menu.

Dial 5 to manage your answering message

This especially applies if your mailbox is managed in answering mode. If that is the case, this command enables you to manage the message that is typically an absence message played after your greeting message for callers directed to your mailbox. A new menu is then played, offering you the same services as for recording your greeting message, as described above.

Dial 6 to manage your personal assistant service

This especially applies if your mailbox is managed in personal assistant mode.

A new menu is therefore played, which prompts you to:

- Dial **1** to hear the number currently saved for your personal assistant. This information is played back for you through voice synthesis, one digit at a time
- Dial the sequence: **2 < #**to save your personal assistant's number>. It may consist of an internal or external number, containing up to 18 digits, including the external network access prefix.
- Dial **4** to erase the number currently saved for your personal assistant. It is then replaced by a number for a facility attendant.
- Dial **9** to return to the main mailbox personalization menu.

Dial 2 to manage a possible external notification for messages left in your mailboxThis especially applies if your mailbox is managed in recording or personal assistant mode.

A new menu is therefore played, which prompts you to:

- Dial **1** to hear the number currently saved for external notification. This information is played back for you through voice synthesis, one digit at a time.
- Dial the **2 #** sequence: to save your external notification recipient number. It may contain up to 18 digits, including the network access prefix.
- Dial **3** to activate or de-activate the external notification service. If the service was initially inactive, it will be activated, and vice versa. Deactivating the service has no impact on the recipient number for the service that is reputed and remains programmed.
- Dial **4** to erase the number currently saved for external notification.
- Dial **9** to return to the main mailbox personalization menu.

Dial 4 to manage your user password

Your user password is the same as the one to access your mailbox and activate or deactivate certain services from your extension. (See Section 20.8 on page 114). By default, it is set to **1234**. You may replace it with any other 4-digit code.

Dial 3 to protect your extension from calls sent from an automated attendant (AA).

If the service was initially inactive, it will be activated, and vice versa.

This is only applicable if your facility is equipped with an automated attendant that enables the general directing of calls to be managed in lieu of your facility's attendants. In this case, you may usually be contacted through this automated attendant. This service is to prevent any calls from being presented on your extension by the automated attendant. An internal or external calling party trying to contact you through the automated attendant is then automatically directed to your mailbox.

Once the personalization of your mailbox is completed:

Dial 9 to end personalization

You will then be returned to your mailbox consultation menu.

Note: Each time something new is programmed, the system will provide confirmation. If a service is activated or deactivated, the confirmation clearly states that **the service is activated** or **the service is deactivated**, as the case may be.

In relation to your user password, it is very important that you modify it, to ensure the confidentiality of your mailbox. If you ever forget your password, you can request that it be re-initialized, either by a system attendant, or by the system administrator.

15.15 Voice Mailbox for Hunt Group

If you are part of a hunt group with the purpose of distributing calls, a common mailbox may be associated with the group.

This common mailbox may then receive calls from parties requesting the group when their calls remain unanswered from the group member allocated to each call, or when their calls encounter a **congested** or **closed** hunt group status.

Callers may then leave a voice message that is, in this case, distributed and notified to each member of the hunt group, in usual fashion.

You may consult this voice message from your individual mailbox. This is carried out in the same way as you would access a message destined for you personally, with the same processing services available. There is no distinction in your mailbox between individual messages and group messages.

A voice message left for a group is automatically un-notified on your extension, as soon as you consult it, just as it would for an individual message.

The only particularity is that a global denotification of a **common** message of this type will only take place after each member of the hunt group has consulted it.

15.16 Voice Mailbox for Mailing List

Independent of any hunt group notion, you or your internal calling parties may be assigned to a common mailbox for a mailing list in addition to your (their) individual mailbox.

This enables a user to initiate a voluntary distribution of a voice message to the members associated with the common mailbox for a mailing list.

For example, a common mailbox associated with a department would enable the department manager, any other member of the department, or even a third

party to voluntarily distribute a voice message to all department members, to, for example, call a meeting.

Access to this type of common mailbox for a mailing list is gained through the automated attendant usually implemented and associated with a system's integrated voice mail system, even when an automated attendant's functions are not effectively used.

Access is gained as follows:

1. Dial the number for your company's automated attendant (AA).

Usually, the internal number for the automated attendant is 885. If you need more information, contact your system administrator.

2. Press .
3. Wait for the Service Acceptance Tone You are then connected to the automated attendant's voice menu
4. Dial **8** in order for your call to be transferred to voice mail. **8** is the code used to access the area for leaving voice mail through the automated attendant.
5. Dial the number for the common mailbox for a mailing list you wish to access.

Always beginning with a **0**, the number for a common mailbox may vary from 0002 to 0999. You may then leave your message before ending your call.

As with a message addressed to a hunt group, this message will then be distributed and notification will be sent to all of the members associated with the common mailbox for a mailing list, in usual fashion.

Each member may then consult it through his/her individual mailbox. This is carried out in the same way as for an individual message, with the same processing services available.

There is no distinction in your mailbox between individual messages and mailing list messages.

A mailing list voice message is automatically un-notified on each extension, as soon as each member consults it, just as with an individual message.

Once again, the only particularity is that a global denotification of a **mailing list** message of this type will only take place after each member of the common mailbox has consulted it.

Note: On a standard system, there may be up to 16 common mailboxes, each with the capacity to include up to 32 members or individual mailboxes.

One individual internal user may be associated with several common mailboxes. The procedure is applicable from an external network; instead of dialling 885, you would dial the DID number for the automated attendant. It is also applicable for leaving a message in an individual mailbox, without having to call the party.

15.17 Voice Mailbox for Attendants

Your facility's attendants also have a common mailbox dedicated specifically to them, which they share.

Its purpose is to receive - when the attendants are absent - call forwards of general calls that are ordinarily processed by the attendants, typically when your facility is set to night mode.

This common mailbox is also accessible voluntarily. Its number is 0001.

This common mailbox is distinct due to the fact that when a voice message is left, all of the attendants' extensions are notified; however, when one of them consults the message, all of the extensions are globally un-notified.

15.18 Integrated Web Server and Unified Messaging

According to the configuration of your telephone facility, you may also have access to three PC applications that offer even more user-friendly management of your integrated voice mail services.

- The first application, called **Integrated Web Server**, opens the integrated voice messaging system for your telephone installation within your company's IT network.

In practice, this enables you to consult the messages left in your mailbox directly from your Multimedia desktop PC. The characteristics for each voice mail left are displayed in real time.

You may also listen to each voice message using your Multimedia PC sound card, and then erase the voice message after you've listened to it.

You also have access to all of your mailbox's personalization services directly from your desktop PC, including its general operating mode. All of this is carried out completely interactively with the integrated voice mail system.

Note: Access to your Integrated Web Server is controlled by entering your extension number and user password.

- The second additional application is called **Unified Messaging**. Its purpose is to merge your facility's integrated voice mail system with the E-mail system that is usually present within your company's IT network.

In practice, this application provides an E-mail notification to your desktop PC each time a voice message is left in your mailbox, in addition to the usual notification methods on your telephone extension.

With this application as well, you may listen to a voice message through your Multimedia desktop PC sound card. You may also use your PC to control your telephone extension to process each voice message, or even to return a call to someone who left you a voice message.

You then have access to all of the methods available for personalizing your use of Unified Messaging. Most notably, you may manage the voice message E-mail notification address, which on occasion could be a laptop remotely connected through the Internet.

- The third additional application is **Click Dialling**. This application may offer your access to the internal and external directories for your company, through your desktop PC. With just one click of the mouse, you can place calls to anyone.

To perform Click Dialling from the web server:

1. Select **Information**.
2. Select **Address Book**.
3. Select the wanted name.
4. Click to distant: your DECT terminal is ringing.
5. Press to make the call.

Note: Click dialling is not supported when using the phone in an IP DECT system.

Note: Whenever necessary, contact your system administrator for more information concerning the availability of one or all of these applications for your telephone facility.

16

Phonebook

Your phone is equipped with an integrated phonebook with up to 250 entries. The phonebook lists all names in alphabetical order, where three numbers can be added for each contact; work number, mobile number, and other number.

A company phonebook with up to 1000 entries can be downloaded to the phone. In your phonebook, the local and company phonebook names appear in the same list, in alphabetical order. However, the company phonebook names are indicated by a Keys locked icon in front of the name.

Note: Numbers stored in the phonebook have a maximum of 24 digits and names have a maximum of 48 characters.

Please ask your system administrator if a company phonebook is available.

16.1

Phonebook Access

Access the names and numbers of the phonebook.

1. Access the phonebook.



2. Use the navigation button to select the desired option.

16.2

Making Calls with Phonebook

You can search for a name and number in the phonebook.

You can search for a name and number in the Phonebook. When you have accessed the Phonebook:

1. Press **Menu**.

The **Contacts** menu is available.

2. Press to confirm the selected menu item **Call contact**.

A list of all entries in the Phonebook is displayed.

The names in the Phonebook are shown in alphabetical order (alternating with the associated numbers).

3. Scroll down until you find the desired name.

Or

Enter the first letters of the name.

The first name beginning with those letters is displayed. For information on how to write text, see Section 16.6 on page 89

4. Scroll down until you find the desired name.
5. Press **Call** to initiate a call.

The number is dialled and **Calling** is displayed.

16.3 Add Names or Numbers

You can use the **Add contact** option to enter names and numbers in the phonebook. When you have accessed the phonebook:

1. Enter the **Contacts** menu.
2. Select **Add contact** and press **Select**.
3. Select **New** or **From call list** and press **Select**.

Note: If **New** is chosen, enter the name, press **Select** and enter the call number.

16.4 Edit Names or Numbers

With the **Edit contact** option, you can change the names and numbers in the phonebook.

1. Enter the **Contacts** menu.
2. Select **Edit contact** and press **OK**.

The names from the **Contacts** list are shown in alphabetical order.

To search in the list, enter the first character(s) in the name, or step with ▼. Change the name/number and press **Save** to save the entry

16.5 Delete Names and Numbers

You can also delete names and associated numbers from the phonebook.

1. Enter the **Contacts** menu.
2. Select **Delete contact** and press **Select**.

The names in the Contacts menu are shown in alphabetical order, step with ▼ and select Name/Number.

To search in the list, enter the first character(s) in the name, press **Search**. The name/number is displayed: press **Delete**, and then **Yes** to delete the entry.

16.6 Write Text

When writing text messages and adding/editing or searching for names in the phonebook, the keys 0 to 9, *, or # can be used.

The first character entered will be an upper level character followed by lower level characters unless the *-key is pressed before entering the character. When pressing a key, the first available character on that specific key is displayed.

To get the following characters, press the key repeatedly. Key 0 and 1 contain special characters. The marked character is selected after a time-out (3 seconds) or when another key is pressed.

Pressing key 1 adds space between the characters and pressing the *-key switches between upper and lower case.

```
(to write Smith):
7 7 7 7 Press for S
6 Press for m.
4 4 4 Press for i.
8 Press for t.
4 4 Press for h.
```

Example 2

Control keys

While entering a name or a number, you can use the following keys for control and navigation:



1. Press to the left to move to the left.

Note: Moves to the beginning of the text if held longer.



2. Press the navigation key to the right to move to the right.

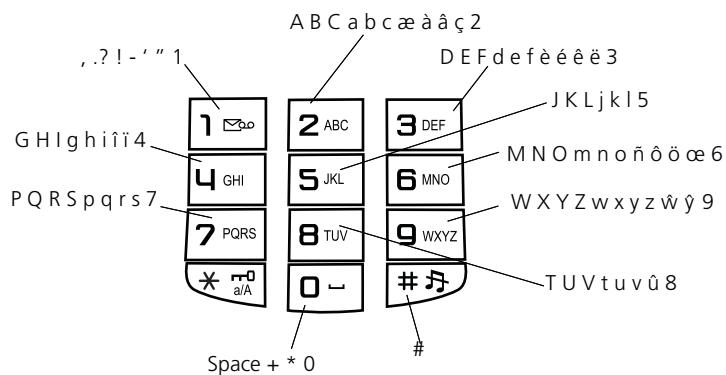
Note: Moves to the end of the text if held longer.

3. Press * twice time to enable a upper case letter, and one time * to get a number digit

Note: Pressed for more than one second will add a dial tone pause.

4. Press **0** to enter a space.
5. Press **Clear** to correct a wrong entry.

16.6.1 Alpha Numeric Keys



006

Figure 13 Available characters

Note: Depending on the selected menu language, other characters can be available. This means that the character order can differ from the table above.

In standby, and number input mode

- A short press on a key enter the digits **0 - 9** and characters * or #.
- Enter + in number input mode by a long press on key 0.
- Enter a pause in number input mode by a long press on . A pause is indicated **P** in the display.
- A long press on changes the tone sender on/off.

Tone sender on is indicated **T** in the display.

In text input mode

- A press on one of the keys **0-9**, * or #, displays the first available character on that specific key. The marked character is selected after a timeout, or when another key is pressed.
- To change to upper/lower case for one letter, press twice before entering the character.
- To add space in the text, make a short press on key **0**.

- The first character entered in a message, or when adding/editing a name in the Contacts menu, will be an upper level character followed by lower level characters unless the * key is pressed before entering the character.

Call Forwarding Services

Your extension also offers you various call forwarding services that enable you to direct incoming calls to another internal or external destination, whenever you are absent and/or busy, travelling, or when you simply would rather not be disturbed. The following different types of services are available:

- **Call forward on no-answer condition:**

Your calling parties will be redirected to the predefined call forward recipient, whenever you do not answer their calls, typically after a 20-second delay.

- **Call forward on busy condition:**

Your calling parties are immediately redirected to the predefined call forward recipient whenever your extension is busy.

- **Call forward on no-answer and busy conditions:**

Your calling parties are redirected to the predefined call forward recipient in both cases.

- **Immediate call forward:**

All incoming calls are immediately redirected to the predefined call forward recipient. Typically, this could be your secretary's internal number, or your external mobile phone number when you are travelling.

- **Do not disturb call forward:**

Your extension is unavailable, and no call forwarding services were activated. Your internal party's calls are immediately disconnected, and your **Do not disturb** status is displayed on extensions that feature a display screen. Calls from your external parties are immediately redirected to your facility's attendants.

- **Call forward on mini-message:**

Your extension is unavailable, and no call forwarding services were activated. Your internal and external parties receive an **Absent** message that you have prerecorded.

The number to which a call forward may be directed could be an internal party's individual extension, a hunt group, another user's personal group, or even the access number for an integrated voice mail system that your facility may use. (See Section 15 on page 71).

It may also consist of an external number containing up to 18 digits, including the network access prefix. This may be an external number that is accessible through abbreviated dialling. You may use fixed call forward defined by

your system administrator. This may consist of a call forward on no-answer condition, a call forward on busy condition, or a call forward on no-answer and busy conditions.

This fixed call forward is applied by default whenever you do not define a variable call forward for your calls. This is often the case when your facility uses the integrated voice mail service, which - by default - receives your calls encountering a no-answer or busy condition.

You may define all of the types of call forwards listed above, on your own. This is referred to as a variable call forward that takes precedence over a possible fixed call forward.

In any case, only one call forward applies at any given moment. Defining a new variable call forward automatically cancels any definition that previously existed. A variable call forward is defined on a case by case basis before you leave your extension. If you forget to define the call forward, you may ask the attendants to remotely define it for you. You may also define your call forward from an internal extension other than your DT690 that will be the recipient of your call forwards. This is the **Follow me** service.

Note: When any type of call forward is defined on your extension, you still have the option of placing calls and activating any type of service from your extension.

When you have defined any type of call forward to an internal recipient, the latter has the option of calling you without any restrictions.

When a call forward on busy condition is defined on your extension, no more incoming calls will be presented to you when you have an ongoing call. In the same way, the services of consulting and answering a new call are deactivated.

For any call forward defined to be directed to an external recipient, forwarding of calls issued from external parties may take place either through your facility's resources or directly at the ISDN network level, according to your facility's configuration.

You may program a call forward from your extension to itself. This enables you to bypass any fixed call forward that is applicable to your extension. Your extension is therefore available normally.

Serial call forwards between different users are authorized.

Your extension may also be subject to call forwarding from third party sets. Certain extensions (such as yours) may possibly be equipped with permanent protection against receiving call forwards from third party sets. Obviously, this service will be denied on these extensions (and vice versa).

17.1

Variable Call Forwarding

Defining a variable call forwarding on a case-by-case basis is carried out within the framework of your extension's service programming functions.

When your extension is idle:

1. Dial the prefix that corresponds to the desired type of call forward (see list below).
 - **6 1** (to activate an immediate call forward).
 - **6 2** (to activate a call forward on no-answer condition).
 - **6 3** (to activate a call forward on busy condition).
 - **6 9** (to activate a call forward on no-answer condition and busy condition).
 - **6 4** (to activate a do not disturb call forwarding).

For the first four cases:

2. Dial the internal or external number that will be the recipient of your call forwards.

As previously indicated, the recipient's number may contain up to 18 digits, including the network access prefix. An external number may be one that is accessible through abbreviated dialling.

Note: An external number is composed of the external access **0** prefix followed by the actual external Directory number.

To Dial only in case of an external Directory number. Needed to mark the end of an external Directory number.

For every case:

3. Press  to confirm.

Wait for the Service Acceptance Tone.

4. Press  to finish the procedure.

Your extension returns to idle status.

The variable call forward that you have just defined is effective immediately.

17.2

Call Forwarding Cancellation

1. Dial **6 0** for Call Forward Cancellation.



2. Press

3. Wait for the Service Acceptance Tone.



4. Press

17.3

Call Forwarding on Mini-Message

An alternative to all other available variable call forwarding services (referred to above), you may also redirect your extension to a mini-messaging or call forward on absence service.

Mini-Messages are predefined messages, they are usable for your incoming calls in case of No Answer or Busy conditions to inform the callers. This does not consist of a call forward in its truest sense your incoming calls are not redirected. Rather, the absence message that you selected when defining the call forward will be automatically transmitted to all internal and external parties who are trying to reach you, in the form of an ISDN mini-message, as long as that party's phone is compatible with the service. His/her call will be disconnected once the message has been played.

By default, the messages available for each circumstance are the following messages, identified by the corresponding number.

	Predefined Text	Completing Information
0	HAS CALLED YOU BACK	
1	WILL CALL YOU BACK	
2	WOULD LIKE TO SEE YOU	
3	IN A MEETING UP TO	HH:MM (hour, minute)
4	ABSENT UNTIL	MM-DD (month, day)
5	IN CASE OF EMERGENCY CALL	NNNN (phone number)
6	PLEASE CALL BACK IN A FEW MINUTES	
8	BUSY - RETURN TIME	HH:MM
9	ABSENT - RETURN DATE	MM-DD

Note: The table lists the Mini-Messages provided by MD Evolution system. The number and contents of the Mini-Messages can be modified by the system administrator.

Please ask your system administrator for the available Mini-Messages.

Some of the predefined messages include time information to be completed. If you are not in the office for a certain period of time (for example meeting, vacation, lunch, illness), this feature allows you to inform your callers when you will be back.

To define a call forward on absence on your extension, from your idle extension:

1. Dial **6 1**
2. Press *
3. Press #
4. Dial the number of the Mini-Message.

If needed, enter the numerical information (such as the hour and minutes, date and time, or telephone number) to complete the message.

5. Press *
6. Press .
7. Wait for the Service Acceptance Tone.
8. Press  to finish the procedure.

Internal callers will receive the information on the display (or as spoken information to callers without display phone). External callers will be routed to the operator who also has access to your absent information.

An internal party who attempts to contact you from an extension capable of receiving mini-messages will immediately receive your absence message.

This may also be the case for an external ISDN party that is compatible with the mini-messaging service, assuming that he/she is in fact an ISDN network user, and that he/she also uses an ISDN terminal that is compatible with the mini-messaging service. This also assumes that your extension is not specifically and permanently protected against the use of this call forward on absence service for external parties.

In the opposite case, a call issued from an incompatible external party will be redirected to your facility's attendants, who will see your message that is automatically displayed on their extension, and will be able to accurately inform your external calling parties.

Note: A call forward on mini-message is cancelled in the same manner as any other type of variable call forward.

1. Press **6 1**
2. Press *****
3. Press **#**
4. **3** Enter the Mini-Message number
5. **1 6 3 0** Enter hours and minutes
6. Press *****
7. Press **Yes** to confirm
8. Wait for the Service Acceptance Tone
9. Press **No** to finish the procedure

Example 3 Mini-Message sending: "IN A MEETING UP TO 16:30"

17.4

Follow-Me Service

In the case you have forgotten to define your variable call forward before leaving your extension, you may ask the attendants to define it for your account. This refers to the third party call forward service that is reserved specifically for them.

As the case may dictate, you may also remotely define your call forward recipient from his/her internal extension. This is the **Follow me** service.

The call forward remotely defined is always an **immediate** call forward.

If your DT690 phone is not available, you can still answer your calls by forwarding them from an other DT690 phone. The call forwarding can be done to the phone (only internal position) from which you activate the "Follow-me" service or to an other phone (internal or external position).

Activating Follow-Me from the DT690 phone the calls are forwarded to

This is activated as described below, from an idle, remote extension, which will be your call forward recipient:

1. Dial **6 5** assigned to the Follow me service.



2. Dial your own extension number, and press .
3. Enter your user password.

By default, your user password is **1234**, however you may have modified it. (See Section 20.8 on page 114).

4. Press

The third party set confirms your service programming and/or plays the service acceptance tone.

5. Wait for the Service Acceptance Tone.

The third party set confirms your service programming and/or plays the service acceptance tone.

6. Press  to finish the procedure.

In the opposite case, a call issued from an incompatible external party will be redirected to your facility's attendants, who will see your message that is automatically displayed on their extension, and will be able to accurately inform your external calling parties.

You may then cancel this call forward from your extension, in the same way as you would a variable call forward activated directly from your own extension.

You may also cancel it from the receiving extension according to the previously described procedure, or by dialling **6 6** that is assigned to cancelling the Follow me service, which should always be followed by your own extension number and user password.

You may also repeat the procedure from a new recipient extension, in which case, your calls would follow you as you move from office to office.

This is activated as described below, from an idle, remote extension, which will be your call forward recipient:

Deactivating Follow-Me service from the DT690 it was activated

1. Dial **6 6**, assigned to cancel the Follow me service.

2. Dial your own extension number, and press .

3. Enter your user password.

Note: In terms of the rights assigned to your extension and each recipient extension, it is possible that access to the follow me service is restricted. Therefore, you always have the option of requesting that a facility attendant define a remote call forward for your account.

4. Press .

Wait for dial tone.

5. Wait for the Service Acceptance Tone.



6. Press to finish the procedure.

Activating Follow-Me from a DT690 phone the calls are not forwarded to

1. Dial **6 5 ***
 2. Dial your number and press *.
 3. Dial the new number to where incoming calls should be diverted.
To Dial only in case of an external position. Needed only for an external position to mark the end of the Directory number.
- Note:** An external number is composed of the external access **0** followed by the actual external Directory number.



4. Press .

5. Enter a password.



6. Press to activate the service.

The third party set confirms your service programming and/or plays the service acceptance tone.

7. Wait for the Service Acceptance Tone.



8. Press to finish the procedure.

18

SMS Text Messages (optional)

You can send and receive text messages, also known as SMS (Short Message Service), to and from other phones in your system.

Note: Text messages can only be received and sent if the Aastra Integrated Messaging Server is installed in your system. Please contact your system administrator.

18.1

Receive Text Messages (SMS)

When a text message is received, the LED starts flashing and a message tone sounds.

If the message is received during a call, a beep notifies the user.

The message is stored in the message list. The **New message** icon is shown in the display. The icon will remain in the display until all new messages are opened.



1. Press .
2. Navigate to **Messaging**.

The following options are available:

- **Inbox**
 - **Write new message**
 - **Unsent**
 - **Sent**
3. Select the menu item **Inbox**. The message text is displayed.



4. Scroll to find the message. The selected message is highlighted.
5. Press to read the message.
6. Press **Clear** to delete the message.

Or



Press  to proceed to the next menu.

This menu gives you additional options, such as **Remove** or **Forward the message**, to **Call (Numbers in the text)** or to **Read next message**.

18.2 Send Text Messages (SMS)



1. Press .



2. Navigate with  to **Messaging**.

The following options are available:

- **Inbox**
- **Write new message**
- **Unsent**
- **Sent**



3. Select the menu item **Send** and press  to confirm.

4. Select **New**.

5. Enter your message and confirm.

For information on how to write text, see Section 16.6 on page 89.

6. Enter the phone number.



7. Press  to send the message.

19

Group Services

Most of the time, you will be working as a team - within a department, for example. Your extension offers you different additional services designed specifically for working as a team.

First of all, it provides the option of supervising your colleagues' extensions, thus ensuring comprehensive call coverage. You may also call a colleague or intercept calls for each other.

Secondly, your extension may also be part of a hunt group - within your department or another department - that calling parties may call whenever they need to, not just to contact you personally, but to contact someone within your department.

Your extension provides a simplified call pick-up service within a hunt group. It also offers you the option of managing your own participation in this service within the group. This is also referred to as the In/Out status management within a group.

If you have been designated as the supervisor of a hunt group, you have the ability to open and close the hunt group according to your department's business hours.

Finally, while it's not really a group service, you also have access to a personal group, which is designed for grouping various extensions that may be assigned to you - for example, your DT690 extension, and another phone. It could be your Mobile Extension (See Section 19.6 on page 107). Different services are then provided for you to process your calls as efficiently as possible within a personal group.

19.1

Hunt Groups

Your extension may be part of a hunt group for which the purpose is to distribute calls among the members of your department or other group.

A call received on your hunt group number will then be automatically directed to an extension within the group that is free - such as your own - according to predefined distribution criteria. Generally, this criteria is established to ensure even distribution of calls between the various members of the group.

The presentation of an incoming call for your group is therefore carried out just as it would for an individual call presented on your extension.

As a result, you have access to all the same processing services as you would for your personal calls.

If you do not answer your hunt group call within a typical 30-second timeframe, it may be presented to a different extension in your group that is free. The call may also be directed to a third party set or other overflow group, such as your facility's attendants. Depending on the definition for each hunt group, the call may also be re-directed to a dissuasion message.

If all of your hunt group's members are busy, a call that is presented, as the case dictates, may be directed to a third party set or other overflow group, such as your facility's attendants. Alternatively, depending on the definition of each group, the call may be placed in a call waiting queue to await a member of the group to be free, or directed to a dissuasion message. This extension, overflow group or dissuasion message may also be solicited when your group is closed. In practice, you may be part of several hunt groups. One hunt group is then established as your primary group, while the others are considered to be secondary.

Your primary group has a processing priority feature. Therefore, when there are several different calls presented on the various groups of which you are a part, those for your primary group will take precedence.

The calls presented on your secondary groups are also automatically managed by the system, but without any particular priority.

Note: It is your system administrator's job to define how each hunt group will operate. It is also the system administrator's responsibility to define to which hunt group(s) you will be assigned, and which one will be your primary group.

Your facility may contain up to 16 hunt groups.

19.2

Call Pick-up in Hunt Group

When you belong to one or several hunt group(s), you have access to the same call processing services for calls bound for these groups as you would for managing your personal calls. Your extension also offers a simplified call pick-up service within each hunt group, which enables you to answer any call that is ringing on an extension that belongs to one of your groups, without having to move to that extension or dial its extension number.

1. Dial **14** to pick up a call presented on your primary group.

Or

Dial the appropriate prefix to pick up a call presented on any of your secondary groups

2. Press .

In either case, you are now directly connected to the party calling the other extension.

Note: The simplified call pick-up described above applies only if the call that is picked up is for the group involved, or a personal call for a member of the involved group.

If several calls are ringing within the same group, the oldest call will be automatically selected. If several calls are ringing within different secondary groups, the call that is picked up will be automatically selected by the system.

Your extension may also be subject to call pick-up from third party sets that belong to the same group as you. The call pick-up access prefix within secondary groups differs from one facility to another.

19.3 Standby status in Hunt Group

When you belong to one or several hunt groups, you may also manage your availability for answering calls that are directed to your group(s).

This standby service enables you to temporarily withdraw from a hunt group. Therefore, you would only receive personal calls, or those that are directed to the groups from which you have not withdrawn.

Once again, the system distinguishes your position in relation to your primary group as well as your secondary groups.

To manage your group standby status, from an idle extension:

1. Dial **6 8** to proceed to standby within your primary group.

2. Press .

3. Wait for the Service Acceptance Tone.

If your extension was active within your primary group, it will now be on standby. On the other hand, if your extension was on standby, it will now be active within your primary group.

In relation to your secondary groups, your extension's active or inactive status is changed for all of them at the same time. In either case the service acceptance tone is played.

4. Press  to finish the procedure.

Your extension returns to idle status.

Note: The prefix for accessing the standby service within secondary groups differs from one facility to another.

You may place your extension on standby at any time, even if you are the last active member of a group. Your status is managed completely independently from the opening and closing of traffic for a specific group, which is the sole responsibility of the hunt group supervisor.

19.4

Hunt Group Opening / Closing

You may be designated as a supervisor for one or several hunt groups, regardless of whether or not you are a member of it (them). This is established by a right that is assigned specifically to you by your system administrator.

In relation to this (these) hunt group(s) for which you are in charge, it is your responsibility to open and close traffic for each one, according to its members' business hours.

To open or close traffic to a hunt group, from an idle extension:

1. Dial the prefix to open/close hunt groups.

This varies from one facility to another.

2. Dial the internal number for the involved hunt group.



3. Press and wait for the Service Acceptance Tone.



4. Press to end this service.

If the hunt group was previously open to traffic, it then progresses to a closed status, and will no longer accept calls.

Calls to this group will then be directed to an overflow extension or group, or a dissuasion message that may be pre-defined in terms of each group's configuration.

On the other hand, if the hunt group was previously closed to traffic, it then progresses to an open status, and will now accept calls.

Note: Only a supervisor may manage this open or closed group status.

19.5

Personal Group Services

While it is not really a group service, you also have access to a personal group, which is designed for grouping various extensions that may be assigned to you (up to 5 extensions).

The specific services offered to you are as follows:

- You can be contacted through just one number, common to your entire personal group.
- When you place a call to any party, you are identified by your personal group number, no matter what extension you use to place your call.
- An incoming call is presented on all of your personal group's extensions, allowing you to answer it on any of them. If all extensions in your personal group are free, they will all ring simultaneously. If you have an ongoing call on any given extension, the call is presented to you on that extension in the usual way (call waiting tone, and so on.) On each of the other extensions - when it is possible - the call will be presented with silent ringing, and the usual call information will be displayed on the screen.
- You have the option of carrying out a simplified call transfer between extensions within your personal group (other than from your DT690 extension). To do so, simply place your current call on hold and hang up. The call is then represented on all of your personal group extensions; therefore you may pick it up on any of them.

Note: It is your system administrator's responsibility to define your personal group. Contact him/her as needed.

19.6

Mobile Extension Service

If you frequently travel outside the office, you will generally have a GSM mobile phone in addition to your DT690 extension.

Once again, without truly being a group service, the Mobile Extension service may be of use to you. Its purpose is to allow external users of GSM mobile phones most particularly to access your company's network, and thus be able to use the system as if they were internal users.

In practice, a Mobile Extension terminal is managed in the same way as a dummy internal user associated with the external GSM mobile number.

To process these calls, the GSM mobile telephone connects to a specific DID number for the facility, which accesses the Mobile Extension server. By connecting through the public ISDN network, the GSM mobile telephone is then automatically authenticated by its external calling number. By default, authentication can be carried out by manually dialling the dummy internal number associated as well as the corresponding user's password.

Once authenticated, the GSM mobile telephone user may call any internal or external number, just as if he/she were dialling from the internal dummy extension. The user's identity that is transmitted to the called parties is the information for the internal dummy extension.

The mobile GSM telephone user may, in the same way, gain access to all telephone services to which the internal dummy extension has authorization to access. The GSM mobile telephone may also be directly called through the number associated with the internal dummy extension. This may be used in

conjunction with a personal group. However, the GSM mobile telephone will still retain its regular number.

Note: The Mobile Extension service is also totally applicable to your residential extension connected to the public ISDN network. Whenever necessary, contact your system administrator for more information concerning the availability of this specific service for your telephone facility.

20

More Features on your Extension

Depending either on the rights assigned to your extension or on your facility's configuration, your extension also offers or may offer other different services with the purpose of improving your productivity, or making it even more enjoyable to use your telephone.

One of the main features is the Appointment Reminder service, where you can ask the system to remind you of a meeting or other appointment at a specific time.

Your extension may also provide you with the means to control how your external ISDN call costs are allocated.

20.1

Appointment Reminder

The appointment reminder service enables you to ask the system to automatically remind you at a specified time that you define within 24 hours of your appointment.

The phone can be set to remind you at any time within the next 24 hours (multiple settings are allowed).

Activate reminder service

1. Dial **7 1**, assigned to the appointment reminder service.
2. Enter the hour (00-23) and minutes (00-59) for your appointment reminder.

3. Press  to confirm and wait for the Service Acceptance Tone.

4. Press  to finish the procedure Your extension returns to idle status.

Note: If you receive busy tone, your extension does not have the authority to set a Reminder.

At the set time for your reminder, your extension will automatically ring.

5. Press  to answer the call in the usual manner.

A confirmation voice message is then heard. By default it is: **It's time for your appointment.**

Note: You have 30 seconds to answer the appointment reminder. After this timeframe, the reminder will be automatically cancelled. If your line is busy when the appointment reminder comes through, it is presented to you just as a normal call would be, or if that is not possible, it is automatically cancelled.

An appointment reminder automatically overrides any call forward on your extension.

Verify reminder service

You may verify whether or not an appointment is currently programmed on your extension by dialling the following sequence:

1. Dial **7 1 8**, assigned to the appointment reminder verify service.
2. Enter the hour (00-23) and minutes (00-59) for your appointment.

3. Press 

If the time you specified is indeed scheduled as an appointment reminder, you will hear the service acceptance tone; if it is not, you will hear the busy tone.

Cancel reminder service

1. Dial **719**, assigned to the appointment reminder service.

2. Press  and wait for the Service Acceptance Tone.

All settings are cancelled.

3. Press  to finish the procedure.

20.2

Calls Re-routing to Attendants Protection

Usually, your external calling parties can contact you from external network(s), directly through your direct calling numbers, or DID numbers (Direct Inward Dialling).

They may also contact you through your facility's general number. In this case, your incoming external calls are directed through your facility's attendants.

An external call is presented to you whether your extension is free or busy. If it is busy, it will usually be automatically placed on camp-on for your extension (unless your extension is equipped with specific protection against such).

If you do not respond to an external call, after a typical delay of 30 seconds, the call is directed (or returned) to your facility's attendants for processing.

Following the specific rights assigned to your extension, you may have access to protection against your external calls being directed to your facility's attendants.

This protection may be manifested by:

- **Restricted protection on no-answer condition:** external calls presented on your extension when its status is **free** will then ring continuously, without a time limit, until you answer it, or the caller ends the call.
- **Restricted protection on busy condition:** external calls presented on your extension when its status is **busy** will remain on camp-on, without a time limit, until you answer it, or the caller ends the call.
- **Extended protection:** this combines the two previous cases.

In all cases, this protection against the re-direction of your calls to the automated attendant is never dependant upon any action on your part.

20.3 Secret of identity

When your facility is connected to the ISDN network, your identity is usually transmitted to your external calling parties, and vice versa.

According to the specific right assigned to your extension, it is possible that your identity not be divulged to your external ISDN network calling parties.

This is therefore systematically valid for all of your outgoing ISDN network calls, without any specific action on your part.

Your identity is divulged, however, for your internal calls, and you still receive the information concerning your external incoming calling parties.

20.4 Account codes

When a call is placed on the public ISDN network, the network transmits the charges for the current call, which are then accounted to a charge counter associated with your extension.

According to your working mode, you may wish to impute the cost of your external calls to different accounts. Your telephone system can do this through account codes that you simply enter when placing outgoing external calls.

To establish an outgoing external call using an account code:

1. Dial the network access prefix adapted to this service.

Generally, this consists of a network access prefix that is reserved for placing outgoing external calls that are subject to account codes. Ask your system administrator for this prefix

2. Dial the account code to which your external call should be imputed.

Account code formats are a fixed length. All account codes are typically 4 digits, however they may reach up to 15 digits in length. Generally, they end with # which acts as a separator. In all cases, account codes are defined by your system administrator.

3. Dial the desired external phone number.



4. Press .

Your outgoing external call is then transmitted over the public network, just as an external call without an account code would be.

Thus, the call detailed record will not only contain the date, time, number called, length, and cost of the call, but also the account code that you entered. This then can be used to invoice your clients.

Note: The implementation of this specific service assumes that your facility uses the Least Cost Routing (LCR) method for external calls. It also assumes that, at the very least, these outgoing calls are subjected to call detailed records that are managed within an external charging server. Contact your system administrator for more information. He/she will also provide you with the accepted account code format.

As indicated, your extension is equipped with a charge counter that accrues a cumulative total of the charges for your outgoing calls. Your system administrator or facility's attendants have the ability to consult any charge counter. If necessary, contact them for more details.

Your extension may also be subject to call detailed records. This usually involves your outgoing external calls, however they may also refer to your internal and incoming calls. These records save the details for each involved call: number called, date and time, length, and so on. These records are generally used by your system administrator to monitor your telephone facility's invoicing. If necessary, contact your system administrator for more details.

20.5

Key Lock

To prevent accidentally pressing keys, you can have them locked by using the Automatic Key lock option.

To lock the keypad

Press  and then the **Lock** softkey.

To unlock the keypad

Press  and then the **Yes** softkey.

Note:

It is possible to call an emergency call and to answer/close an incoming call while the keypad is locked.

20.6 Phone Lock

The keypad can be locked to prevent keys to be pressed by mistakes. The phone can be locked to be protected from unauthorized use. When the phone lock function is activated, a PIN code must be entered at power on.

20.6.1 Activating Automatic Key Lock

The keypad can be set to lock 20 seconds after it was last used. When in idle mode a locked keypad is indicated by . To activate the automatic key lock, do the following:

1. Enter **Settings** from the main menu.
2. Select **Locks** and press **Select**.
3. Select **Automatic key lock** and press **Select**.
4. Select **On** and press **Back** to save the setting.

20.6.2 Activating Manual Key Lock

It is recommended to always have the automatic lock on, but it is possible to manually lock and unlock the keypad as well. To lock the keypad manually:

- Press .
- The  indicates that the keypad is locked.

20.6.3 Activating Phone Lock

Activating **Phone lock** will protect the phone from unauthorized use. When this function is activated, the PIN code has to be entered at power on. When activating **Phone lock** the PIN code that must be entered. The PIN code is by default (0000) but it can be changed to any 4-8 digit code, see Section 2.6 on page 10.

To activate the phone lock, do the following:

1. Enter **Settings** from the main menu.

2. Select **Locks**.

3. Select **Phone lock**.

4. Select **Auto phone lock**.

5. Select **On**, or **On in charger**.

6. Enter PIN code, press **OK**.

7. Press **Back** to save the settings.

When the phone is locked,  is shown in the display.

If forgotten, the PIN code can be removed by your distributor.

Note: Before using this feature, look up the IPEI code of your phone and write it down, see Section 2.4 on page 10. If you forget the PIN code, contact your certified Aastra Sales Partner for assistance, to reset to default.

20.7 Change Owner ID

The owner ID is set to identify the telephone.

1. Enter .

2. Select **Owner ID**.

3. Enter the identity.

4. Press **Save** to save the setting.

20.8 Password Programming

You will be prompted to enter your user password when accessing certain services, most particularly

- When placing a call in substitution or with signature from your extension or a third party set.
- When activating/deactivating a call forward from your extension or a third party set (follow me service).
- When consulting or personalizing your mailbox within your facility's integrated voice mail system, when applicable.

By default, your user password is **1234**. It is strongly recommended that you change it to any other 4 digit code including the * or # key - to ensure that use of the mentioned services is as secure as possible, and to preserve the confidentiality of your mailbox, when applicable.

To do so, from your idle extension:

1. Dial the **7 9** assigned to the user password management service.
2. Enter your current user password.
3. Enter your new user password.

4. Press  to confirm and wait for the Service Acceptance Tone.

5. Press  to finish the procedure.

Your extension returns to idle status.

Note: If you ever forget your password, you can request it be re-initialized, either by a facility attendant, or by the system administrator. It will then be reset to **1234** until you change it once again.

20.9 Call Statistics

Your phone can tell you the duration of your last call and display the total time of all calls.

To see the time spent on your last call and on all outgoing calls



1. Press .

2. Navigate to the **Calls** tab

The following options are available:

- Call list
 - Missed calls
 - Call time
 - Call services
3. Select **Call time** .

The length of the last call but also the duration of all calls is displayed in hours, minutes and seconds.

20.10 Secondary Attendant Services

Besides the services that are accessible or that may be assigned to a DT690 extension, additional services are also available for the system's attendants.

Within this context, the following services are offered:

- **General calls acceptance:** This service enables attendants to control their active or inactive status for processing a system's general calls, in relation to their shifts.
- **Door phone service:** Your facility may be equipped with a door phone; calls from this extension are usually processed by the attendants.
- **Call pick-up for general ringing calls:** Your facility may be equipped with a common bell that receives general calls when the attendants' lines are congested, or when they are absent.

According to the specific rights assigned to your extension, you may also have access to these attendant-based services.

Attendants also have access to the following services:

- **Call offer or intrusion:** This service allows attendants to interrupt an ongoing call to present an urgent call.
- **Do not disturb override service:** Similarly, this service allows the attendant to override the **Do not disturb** status to present an urgent call.
- **Complete third party call forward service:** This service allows attendants to program any type of call forward for a user's account, without restrictions.

20.11 General Call Acceptance

The general call acceptance service is usually used by your facility's attendants who are in charge of processing your system's general calls - most often the external calls received on your facility's general phone number, or external calls redirected when the internal users do not answer or are busy.

Similar to the standby status that is available when you belong to hunt groups, the general calls acceptance service enables attendants to control their active or inactive status for processing a system's general calls, in relation to their vacation periods.

According to the rights assigned to your extension, you may also have access to the general calls acceptance service. This is generally the case. When necessary, this allows you to assist the attendants by answering calls when their lines are congested or when they are temporarily absent.

When you activate this general calls acceptance service on your extension, not only will you receive your personal calls, but also your facility's general calls.

These will be presented to you in the same way as usual, with the external calling party's information displayed on your screen. You may then process each call just as you would one of your personal calls.

To activate or deactivate the general calls acceptance service on your extension, from an idle extension:

1. Dial **6 7**, assigned to the general calls acceptance service.



2. Press to confirm and wait for the Service Acceptance Tone.

If your extension was inactive in relation to the general calls acceptance service, it now becomes active.

The opposite is also true - if your general calls acceptance status was previously active, it will become inactive. Your extension will then only receive your personal calls.



3. Press to end the management of this service. Your extension returns to idle status.

Note: Your rights to the general calls acceptance service depend on your facility's different private and public networks.

20.12 Door Phone Service

Your telephone facility may be equipped with a door phone, the calls from which are usually processed by the attendants, just as the general calls are for your facility.

According to a right assigned to your extension, you may be allowed to answer calls from a door phone. This is generally the case.

The general calls acceptance service previously described, also manages your ability to assist the attendants by accepting or declining door phone calls.

A door phone call is presented exactly as any other incoming call would be.

Note: The presentation of a door phone call usually lasts no more than 30 seconds. After this timeframe, the door phone call will be automatically disconnected. A door phone call may not be placed on hold, nor may it be transferred. The door phone is usually logged on by an electrical mechanism independent from your telephone facility.

20.13 Call Pick-up for General Ringing Call

Your telephone installation may feature a common bell that will be heard when your facility's general calls are not answered by an attendant, within a specified timeframe.

Typically, this delay is 60 seconds when attendants are present, or 1 second in night mode, when the attendants are absent.

If you wish, you may pick-up a general call on your extension.

To do so, from an idle extension:

1. Dial **1 5** to pick up a call ringing on the common bell.

2. Press to  confirm and wait for the Service Acceptance Tone.

The service acceptance tone will be played.

You are now directly connected to the party who placed the general call.

Note: If several general calls are ringing simultaneously, the oldest call will be automatically selected.

20.14

Other Secondary Attendant Services

As indicated, your facility's attendants may establish you as the target for any of the following services:

- **Call offer or intrusion:** When you are in the middle of an ongoing call, this service enables them to interrupt your call to present an urgent call for you.

When the attendant activates a call intrusion, you may find yourself in a 3-person conference call with your first caller and the attendant. Usually, a warning tone is heard at a regular frequency during this conference call to remind the parties that they are still under call intrusion status.

The attendant may then speak to you, but not privately.

- **Do not disturb override service:** When your extension has a **Do not disturb** status, (see Section 17 on page 93), this service also enables the attendants to override the **Do not disturb** status in order to present an urgent call for you. When the **Do not disturb** status is overridden by the attendant, his/her call is presented just as a normal call would be, and which you may answer normally.

Note: Certain extensions (such as yours) may possibly be equipped with permanent protection against call intrusion.

Depending on the configuration for your facility defined by your system administrator, these services may be used from specific extensions that are duly authorized, without any warning tones being emitted. This refers to the Silent call monitoring service.

20.15 Automated Attendant

The Automated Attendant feature sends voice instructions to external and internal callers, informing them of all possible options they can choose. Voice instructions lead the callers step by step to the desired destination.

1. Enter the Automated Attendant directory number. Please ask your system administrator for the automated attendant directory number.

2. Press  and follow the voice instructions.

21

Audible Signals

Over and above visual information displayed on your extension's screen and LED, there are also various tones, voice announcements and ring tones that signal the status of your extension, or certain associated services. The tones heard are applicable under the following conditions and with the following timing and frequency:

Internal Dial tone Heard each time the handset is picked up from your extension (excluding all activated special services)

330 Hz, Continuous

Ringback tone Heard when you call an extension that is free.

424 Hz, 1.5 sec. On / 3.5 sec. Off

Call on-hold or Call camp-on tone Heard when you call an extension that is busy and your call has been placed on automatic camp-on, or when your call is placed on-hold by a third party set.

424 H, 2 consecutive beeps, repeated every 5 seconds.

Busy tone Heard when you call an extension that is busy, but automatic camp-on is not possible for your call, or when a service request on your extension is refused.

424 Hz, 0.5 sec. On / 0.5 sec. Off

Call Waiting Presentation tone Heard when you receive a new call, when your extension is already busy.

Only 1 ring signal, not repeated

Intrusion or Call Offer tone Heard when a third party - typically an attendant - intervenes during your current call.

424 Hz, 2 consecutive beeps, repeated every 1.4 seconds.

Service Acceptance tone

Heard when a request for service is accepted on your extension. Multi-toned melody, continuous

Appointment Reminder notification

Heard following your response to an appointment reminder, this announcement indicates the nature of this automatic system call. See Section 20 on page 109. Message: It's time for your appointment.

MD Evolution Standard Services Prefixes

The following table lists the MD Evolution Standard Services Prefixes.

Table 1

Prefix Description	Austria	EBN	Italy	Norway	UK	US	Standard
Abbreviated Numbers	6	6*	6	#2	**6	6	2
Appointment Reminder Activate	*32		*32#	#71		*32	71
Appointment Reminder Verify	*328		*32#8	#718		*328	718
Appointment Reminder Cancel	*329		*32#9	#719		*329	719
Call Forward Immediate	*21	*21*	*21#	#61	*21*	*2*	61
Call Forward No-Answer	*22	*211	*22#	#62	*211	*21	62
Call Forward Busy	*23	*212	*23#	#63	*212	*22	63
Call Forward No-Answer and Busy	*26		*26#	#69		*26	69
Call Forward Do Not Disturb	*24	*27*	*24#	#64	*27*	*24	64
Call Forward Cancel	#21	#21#	#21#	#60	#21#	#21	60
Follow-Me Activate	*25	*5*	*25#	#65	*5*	*25	65
Follow-Me Cancel	#25		#25#	#66		#25	66
Call Parking	*10		*10#	#10		*10	10
Call Pick-Up General Ringing	*88	*88	*73*	#15	*88	*88	15
Call Pick-Up Hunt Group	2		2	#14		2	14

Call Pick-Up Individual	*8*	*8*	*8*	#13	*8*	*8*	13
Call Substitution	*75	*75*	*75*	#75	*75*	*75	75
Call Temporary Protection	*74		*74#	#74		*74	74
General Call Acceptance Status	*9#	*9#	*9#	#67	*9#	*9#	67
Access Locking	*72	*76*	*72#	#78	*76*	*72	78
Access Unlocking	#72	#76#	#72#	#78	#76#	#72	78
Password Programming	*73	*74*	#*72	#79	*74*	*73	79
Redial Last External Number	**	***	***	#11	***	**	11
Standby Status in Hunt Group	*91		*91#	#68		*91	68

23 Installation

This section describes how to charge the battery, configure the headset or use the belt clip.

23.1 Check for completeness

Make sure that all the parts are present. If anything is missing, please contact your system administrator or supplier.

The set contains:

1. Cordless phone
2. Battery
3. Clip
4. Assembly card

Note: It is important to make a note of the IPEI code. The IPEI code may be needed for unblocking the Cordless phone if an incorrect PIN code has been entered three times. See Section 2.4 on page 10 for further details.

23.2 Charging the Battery

The battery requires charging when  in the display indicates low level. To charge the battery:

- Place the phone in the charger.

The battery is being charged when the indicator on the telephone is steady orange. When the battery is fully charged the indicator will be green. A flashing green indicator means incoming call or message. A red indicator indicates battery warning. An animated battery icon is shown in the display, indicating charging from its current charge and ending with the full charge. A filled battery icon indicates a fully charged battery.

The battery is fully charged within four hours.

The battery can be charged separately with a special battery charger.

23.3

Charging Spare Batteries

Spare batteries can be charged with a separate battery pack charger. The battery pack charger can charge six batteries at the same time.

23.4

Replacing the Battery

If the standby time for the cordless telephone becomes too low, replace the battery with a new one. Contact your system administrator or your certified Aastra Sales partner for information on new batteries. Attach the battery as in Figure 14 on page 126. The battery is easy to replace. It is attached inside the battery lid and is connected to the cordless telephone in such a way that no miss-contact is possible.

To replace the battery, do the following:

1. Open the battery compartment and remove the battery.
2. Disconnect the battery cable, and replace with a new battery.

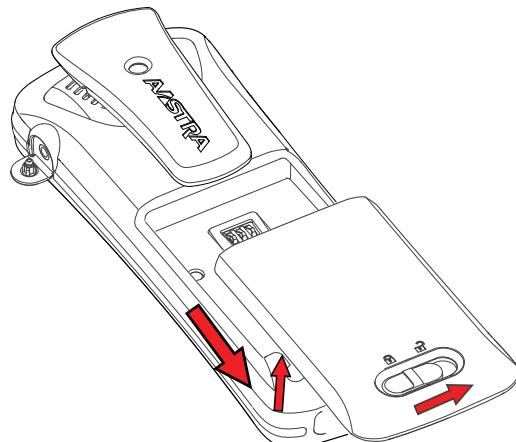


Figure 14 Easy replaceable battery, unlock the lid and remove the battery.

Note: After replacing the battery with a new one, the battery icon can indicate an empty battery even though it is fully charged. Charge the battery for at least one hour to get the correct reading.

To avoid fatigue of the phone's battery connector, use the charger instead of repeatedly replacing an empty battery with a new one.

23.5 Chargers

23.5.1 Desktop Charger

There are two desktop chargers available, one basic and one advanced, see Figure 15 on page 127.

Basic

Charging only

Advanced

Charging, software download, and synchronizing of parameters.

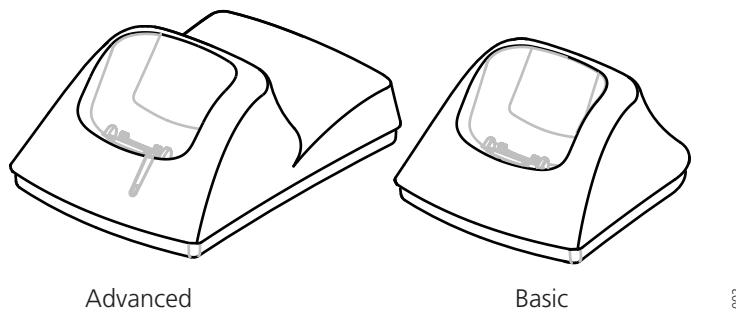


Figure 15 Desktop chargers

The desktop charger is delivered with a plug-in power supply and is connected into an ordinary wall socket.

Note: Only use the chargers within the temperature range of 5 - 40° C.

Advanced desktop charger

To use the advanced desktop charger for software download and synchronizing parameters, the charger must be connected to a PC with Portable Device Manager (PDM) software installed. For a description of PDM, see Section 23.10 on page 133.

The charger is connected to a PC through the USB or one of the network connectors, see Figure 16 on page 127. When connecting the charger with a PC through one of the network connectors the charger acts as a switch, which makes it possible to connect the other connector to the LAN.



Figure 16 Network and USB Connectors

Note: Network and USB connectors are used to connect the desktop charger to a PC running the PDM (not for charging).

23.5.2

Rack Charger

Note: See also the separate Installation Guide, supplied together with your phone.

The charging rack is used for charging handsets, to synchronize parameters, and for software download. The built in power supply can charge up to six cordless telephones. It can be wall mounted or placed on a desk.

23.5.3

Battery Pack Charger

The battery charger is used for charging up to six spare batteries.

23.5.4

Power adapters

The article number is:

- Art.No.DC3: 130160 Power supply unit AC/5V DC/0.65A - Europe
- Art.No.DC3: 130166 Power supply unit AC/5V DC/1A - USA, Canada, AUS, and UK
- Art.No.DC4: 130161 Power supply unit AC/5V DC/2A

23.6

Headset

A headset is recommended if you frequently use the phone and/or want to have both hands free.

The handset has a special waterproof headset connector.

The headset comes with:

- Microphone integrated in the cable
- Microphone on a boom

In order to achieve optimal audio quality with the different headset types it is recommended that the **Headset type** SIM parameter is altered to match the headset type being used. The default setting for this parameter is a microphone boom.

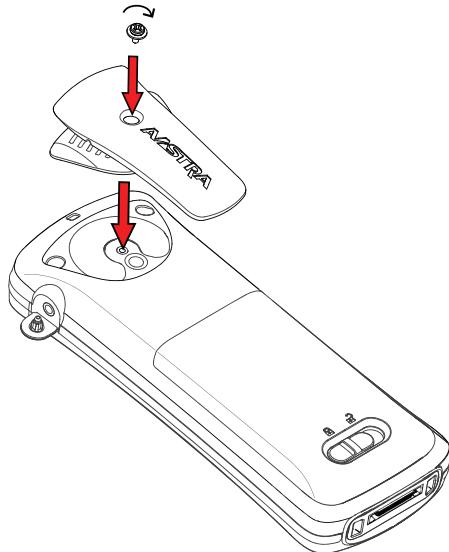
23.7

Hinge-type Clip

To attach the clip:

1. Attach the hinge-type belt clip.

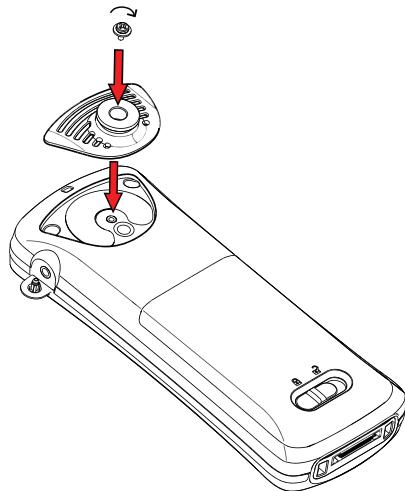
2. Screw the hinge-type clip into position



23.8 Swivel-type Clip

To attach the clip:

1. Attach the swivel-type belt clip.
2. Screw the swivel-type clip into position.



23.9 Bluetooth Headset

The Bluetooth technology replaces the cord between the cordless telephone and the headset. This allows the user to move more freely and eliminates the risk of a headset cord getting stuck.

Bluetooth is optional to the cordless telephone to use a Bluetooth headset. Bluetooth is factory-mounted on the cordless telephone's circuit board.

The supported functions are:

- Pairing the cordless telephone with its headset.
- Choosing the device to use when making a call.
- Playing a ring signal through the Bluetooth headset.
- Answering and connecting sound to the Bluetooth Headset when answering with the headset button.
- Ending a call with the Bluetooth headset button.
- Transferring audio to/from the Bluetooth headset during a call, using the menu in the cordless telephone.
- Increasing/decreasing the volume in the Bluetooth headset with the volume buttons on the cordless telephone.

23.9.1

Using Bluetooth Headset

For optimal performance, place the Bluetooth headset and the telephone on the same side of your body. The best audio quality in the headset is achieved when there is no obstructions between the headset and the cordless telephone.

Note: The Bluetooth headset functions may vary. Refer to the Bluetooth headset Manual.

Add another Bluetooth headset

Up to four headsets can be paired to the telephone, but only one at a time can be active.

To pair another headset follow the instructions given in**Connect a Bluetooth headset** section. The paired headsets are displayed by a default name in the **Headset** menu.

Activate a Bluetooth headset

To activate a Bluetooth headset:

1. Go to **Bluetooth, Headset**.
2. Use the navigation key and press **Yes**.
3. Select **Connect** and press **Yes**.

The headset is now active. Note: The current active headset must be deactivated before another headset can be activated.

Deactivate a Bluetooth headset

To deactivate the active Bluetooth headset:

1. Go to **Bluetooth, Headset**.
2. Use the navigation key and press **Yes**.
3. Select **Disconnect** and press **Yes**.

The headset is deactivated but is still paired and can be found in the headset menu.

Remove a headset

1. Go to .
2. Select **Bluetooth** and then **Headset**.
3. Step with the navigation key, or to the headset to be removed and press **More**.
4. Select **Delete**.
5. Confirm with **Select**.

Change the name of Bluetooth headset

To change the headset name:

1. Go to **Bluetooth, Headset**.

23.9.2

Calling with a Bluetooth Headset

Make a call

1. Dial the number and press **Yes**.
2. When **Transfer call to phone?** is displayed, press **No** or ignore the message to use the Bluetooth.
3. Press **Yes** to use the telephone.

Answer a call

A ring signal sounds in both the active Bluetooth headset and the telephone to signal an incoming call.

- To answer the call from the Bluetooth headset, press the headset button.
- To answer the call from the telephone, press **Yes**.

End a call

To end the call, press the headset button or **No** on the telephone.

23.9.3 Volume/Mute Control

Adjust the Volume during a Call

Depending on the Bluetooth headset, it is possible to adjust the volume on the headset:

Press the upper Volume button on the upper left side to increase the volume and the lower Volume button to decrease the volume in the headset.

Turn the microphone On/Off during a Call

Mute the headset and the telephone with the Mute button on the telephone.

Messaging

The Bluetooth headset beeps when a text message is received.

23.9.4 Transferring a call

Transfer a call to the telephone

To transfer a call to the telephone from the Bluetooth headset:

1. Step with the navigation key to the **Ongoing call** menu.
2. Select **Audio transfer** and press **More**.
3. Select **To phone** and press **Select**.

Transfer a call to the Bluetooth headset

To transfer the call to the Bluetooth headset:

1. Step with the navigation key to the **Ongoing call** menu.
2. Select **Audio transfer** and press **More**.
3. Select the headset and press **Select**.

It is also possible to transfer a call to the Bluetooth headset by pressing the button on the Bluetooth headset.

23.9.5 Switching to a headset with cord

If a headset with a cord is connected during a call, the call is automatically transferred to the headset.

23.9.6

Operation notice

Accessibility and Voice quality

Bluetooth uses the frequency of 2.45 GHz. WLAN, microwave oven and other devices that use the same frequency can disturb the use of a Bluetooth headset.

Operation Area

Maximum distance between the headset and the telephone is 10 metres according to standard 1.2. The communication distance between the handset and headset may vary considerably due to the environment and disturbances from other 2.45 GHz equipment. Different headsets can also give different communication distances.

Out of Range

If a connection cannot be made with the connected Bluetooth headset the call is transferred automatically to the telephone. If the Bluetooth headset and the telephone get out of range from each other the connection is temporarily lost. The connection is automatically established again when a call is made or received.

23.10

Portable Device Manager

It is possible to upgrade software and synchronize parameters in your DT390 cordless phone with the Portable Device Manager (PDM) software. PDM exists as a Windows version (Desk PDM) and as a System version (CPDM), and is most often used by system administrators only. Desk PDM can be used together with the advanced desktop charger. The advanced desktop charger is connected to the PC with PDM software through the network or USB connectors at the back of the charger, see Figure 17 on page 133.

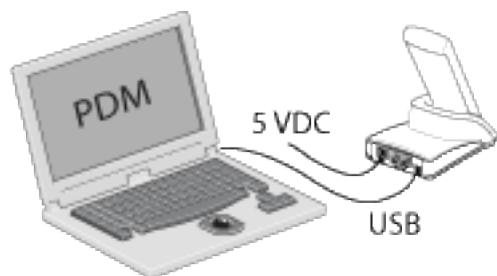


Figure 17

For more information on PDM or upgrading of your cordless phone, contact your system administrator.

Useful Hints

This section gives details about external calls.

Connections between external lines

With your MD Evolution Communication Platform, you can establish an external call diversion or a conference with more than one external party or transfer an external call to another external destination (for example a mobile phone). These features are very useful for everyday business life.

Note: When these features are used, your MD Evolution Communication Platform will occupy at least two external lines.

However, there may be disadvantages in connecting to several external lines. We would therefore like to draw your attention to the following:

- **Please do not transfer external calls to an external mailbox, to information systems or to external parties before they have answered.**
- **If you are connected to two external lines, cancel one call by pressing "R" and "1".**

If the external parties are not persons (mailbox, automated information or attendant systems, and so on.), connections on external lines can last a long time, which can be costly. Moreover, such calls may occupy two of your system's external lines. You can restrict connections between the external lines by reprogramming your system.

Please ask your system administrator or contact our service center for more information.

25 Reference

This section describes the terminology used on the display, the phone communication signals, guidelines, technical specifications, spare parts and accessories.

25.1 Terminology

The list below explains the terms which may appear on the display

25.1.1 Terminology used on Display

Term	Meaning
DTMF	Dual Tone Multi Frequency or touch tone, for dialling.
IPEI	International Portable part Equipment Identity, unique identity assigned to your Cordless phone by the manufacturer.
PIN	Personal Identification Number for security.

25.2 Phone Signals

The Cordless phone signals certain events audibly and visually as described below

Signal	Meaning
Red warning light	Incoming call.
	Message waiting.
	Battery almost empty.
	Cordless phone out of range or not connected

The Cordless phone also generates audible ringing signals, alarm signals and warning tones, and key clicks

Sound	Meaning
Ringing signal	Incoming call.
	4 short beeps every 30 seconds: battery almost empty. 4 short beeps every 2 minutes: Cordless phone out of range or not connected.

Key click	You hear this each time you press a key (when selected).
Warning tone	You pressed a key which has no function.

25.3 Maintenance

Consider these suggestions and guidelines to keep your phone in good shape and working properly.

Note: The phone does not contain user serviceable parts. If your phone requires service, you should return it to the supplier or retailer from whom it was bought.

Intrinsic safety

Do not use the phone and charger in conditions where there is a danger of electrically ignited explosions.

Battery disposal

Defective batteries must be returned to a collection point for chemical waste disposal.

Treatment

Do not expose the phone and charger to direct sunlight for long periods. Keep the phone and charger away from excessive heat and moisture.'

Cleaning

Clean your phone with a soft cloth moistened with water only. The use of soap and other cleaning products can discolor and damage the phone. Clean the battery contacts using ethanol or isopropyl alcohol.

25.4 Technical Specifications

DECT GAP/CAP

The Cordless phone has the unique advantages of DECT GAP/CAP (Digital Enhanced Cordless Telecommunications Generic Access Profile/CTM Access Profile). This means that no one can eavesdrop on your calls and that the quality of speech is as good as that of conventional fixed telephones. DECT GAP/CAP enables interoperability with other manufacturers' products.

Cordless phone

Table 2

<i>Physical</i>	
Dimensions (l × w × d):	134 × 53 × 26 mm
Weight:	130 g (battery and clip included)
Material:	Case: PC-ABS, Key pad: PC, Clip: PPA
Color:	Grey
Display (w × h):	28 × 35 mm, CSTN display
Clip:	Hinge-type (standard) or swivel type
<i>Battery</i>	
Type:	Li-polymer/Li-Ion
Speech time:	20 h
Stand-by time:	240 h ⁽¹⁾
Speech time with Bluetooth option:	13 h with Bluetooth headset in use
Stand-by time with Bluetooth option:	120 h ¹
Charge time:	< 4 hours
Discharge/charge cycles:	>=80% capacity left after 400 full charge/discharge cycles
<i>Connectors</i>	
Multi-purpose connector:	For battery charging, software download, and configuration
Headset connector:	Standard 2.5 mm
<i>User interface</i>	
Display (w × h):	Multiple colors with high resolution, more than 65k individual colors. 128 × 160 pixel LCD with white LED backlight
Indicator:	LED on top/front for visual indication of incoming call, message. The LED may also be used for visual indication of normal function.
Vibrator:	Incoming call/message

Keypad:	<ul style="list-style-type: none"> • Soft keys (3) • Hook off • On hook and Power On/Off (Symbol) on the same key • Five way navigation key ("OK" in the centre of key) • Numerical keys • Volume up/down • Multifunction button
<i>Audio</i>	
Ring signal:	Adjustable in 8 steps
Earpiece:	Adjustable in 8 steps of 3dB each.
Maximum sound Ring signal level:	88 dBA at 10cm
Loudspeaker:	Duplex loud speaking function.
<i>Settings</i>	
Languages:	18 (Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese (Brazilian), Spanish, Swedish, Polish, Greek, Czech, Hungarian, Russian, Slovakian and Turkish).
<i>Central Phonebook</i>	
Maximum name and number length:	40 characters in a name and 20 digits in a number
<i>Local Phonebook</i>	
Storage of contacts:	<ul style="list-style-type: none"> • 48 character name • 24 digit work number • 24 digit mobile phone number • 24 digit other number • A selectable ring tone
<i>Telephony</i>	
Indication:	14 ring signals, flashing LED and vibrator.
Answer call:	Button press or auto answer

Call list storage capacity:	25 received, dialled and missed calls with time stamp
<i>Messaging</i>	
Maximum message length:	160 characters
Storage capacity:	30 received/sent messages (> 20 000 characters)
<i>Radio</i>	
Receiver sensitivity:	-93 dBm
Compliance to DECT GAP standard:	EN 301 406 and TBR 22 test
Automatic DECT protocol detection:	Automatic detection and configuration for US DECT and EU DECT at first registration.
Frequency range:	<ul style="list-style-type: none"> • EU: 1880-1900 MHz • U.S.: 1920-1930 MHz • L.A.: 1910-1930 MHz
Modulation:	GFSK
Channel spacing:	1.728 MHz
Antenna:	Integral
Sensitivity:	-93 dBm
Radiated power:	EU : +25 dBm EIRP U.S.: +22 dBm EIRP
<i>Environmental</i>	
Operating temperature:	0°C to +40°C
Storage temperature ⁽²⁾ :	-20°C to +60°C
Enclosure protection:	IP44, IEC EN60529
Immunity to electromagnetic fields:	3V/m EN61000-4-3
Immunity to ESD:	4 kV contact discharge and 8kV air discharge (EN61000-4-2)
Free fall test, standard product:	IEC 60068-2-32, procedure 1, dropped 12 times from 1 metre. Aastra approves 12 drops from 1.5 metre.
<i>Option</i>	
Bluetooth radio:	add-on from factory
Radio spectrum:	ISM 2.4000-2.4835 MHz
Bluetooth QD ID:	B014317

<i>Compliance to European regulations and standards</i>	
EU directives:	1999/5/EC (R&TTE)
Product marking:	CE ⊖
DECT Radio:	EN 301 406, TBR22
SAR (Specific Absorption Rate)*:	EN50360
Safety:	EN60950-1
EMC:	EN301489- 6, EN 301 489-1
<i>Compliance to US regulations and standards</i>	
Product marking:	FCC ID: BXZEICA FC US: 9FVW4NANEICA HAC
SAR (Specific Absorption Rate):	FCC/OET Bulletin 65 Supplement C (2001) and IEEE Std. 1528-2003, December 2003 / ANSI/IEEE Std. C95.1-1999 Normal operation X W/kg (X gram) Body worn operation X W/kg (X gram)
Safety:	IEC 60950-1
EMC/Radio:	FCC Part 15 D
Hearing Aid Compliance:	47 CFR Part 68, Subpart D and TIA-968-A
<i>Compliance to Canadian regulations and standards</i>	
Product marking:	IC:3724C-xxxx
EMC/Radio:	RSS-210
Safety:	IEC 60950-1
SAR (Specific Absorption Rate):	IEEE Std C95.3-1999 Normal operation x.xxx W/kg (1 gram) Body worn operation x.xxx W/kg (1 gram)
Hearing aid:	CS-03
<i>Compliance to Australian regulations and standards</i>	
Product marking:	 
Radio:	According to ENxxxxxx

Safety:	IEC xxxxx-x
EMC:	xxx
SAR (Specific Absorption Rate):	ENxxxxx, x.xx mW/g

(1) Stand-by time is without activated screen saver

(2) Storing Li-Ion batteries at high temperature dramatically reduces their capacity. For example, storage at maximum temperature reduces capacity with 20% within a month.

25.5 Spare parts and Accessories

Use only approved spare parts and accessories. The operation of non-approved parts cannot be guaranteed and may even cause damage. Contact your supplier for more information.

- Leather case
- Swivel type clip
- Security chain
- Desktop charger, Basic
- Desktop charger, Advanced
- Charging Rack
- Separate battery charging (BCP)
- Headset with microphone on cable, DTX-9016
- Headset with microphone on boom, DTX-9017
- Bluetooth Headset (10 supported)
 - SonyEricsson HBH-PV702
 - SonyEricsson HBH-GV435
 - SonyEricsson HBH-IV835
 - Plantronics Voyager510
 - Plantronics Explorer665
 - Nokia BH-201
 - Jabra BT8010
 - Motorola H350
 - Motorola H670
 - Samsung WEP410

- Central Portable Device Manager (CPDM) and Desk PDM

Troubleshooting

This section contains information on how to solve common operational problems, and warnings you may receive. Go through the following lists if you encounter any problems. If this checklist does not solve the problem, contact your system administrator. If others have similar problems, there may be a system error.

Table 3 Troubleshooting

Fault	Probable cause	Action or comment
No display	The battery level is low or the phone is defective.	Charge the battery or contact system administrator.
No ringing	The sound off icon is on, or ringer volume set to silent, or the telephone is defective.	Long press on  , or increase volume, or contact system administrator
“Connect battery” is displayed	Battery not properly fit or defect	Check battery or contact system administrator
Signal strength icon off	Out of system coverage area or the phone is defective.	Enter coverage area or contact system administrator.
Low battery icon on	Battery capacity equal to 10%	Charge battery
Low battery icon flashes	Battery capacity equal to or lower than 5%	Charge battery
4 short beeps every 2 minutes	Out of coverage area or not connected	Enter coverage area or contact system administrator
“Phonebook Full” is displayed	Phonebook full, you cannot add names or numbers	Delete a name and a number
“Enter XXX” is displayed (where XXX=IPEI or PIN)	IPEI code or PIN code	Enter required IPEI code or PIN code
“No access” is displayed	Network in range, but no access rights	Switch telephone off and then switch it on again or contact system administrator.

"NO NETWORK" is displayed	Cannot connect to selected network or out of range	Select another network, subscribe, get back within range or contact system administrator
No system The telephone beeps once a minute (during max 30 minutes) with a low tone followed by a high tone (if enabled, the vibrator also follows the beeps).	The telephone is out of coverage or telephone is defective.	Stop the beep with  and go into range. When reentering the coverage area it can take a couple of minutes before the telephone automatically has registered into the system.
SERVICE NEEDED ⁽¹⁾ Parameters corrupt	The telephone is defective.	Select reset option on the middle soft key if available or if no reset option is available or fault does not resolve the telephone needs repair.
Enter PIN code	The telephone's lock is activated.	Enter the required PIN code. If PIN code lost enter new via PDM or do a factory reset via PDM.
"PIN Blocked Unblock?" is displayed	Phone blocked, wrong PIN code entered three times	See Section 2.4 on page 10
Phonebook is not available at the moment.	The phonebook does not respond, not available at the moment.	Try again later. If fault persists, contact your system administrator to do a factory reset.
Voice mail number not defined	There is no Voice mail number defined in the telephone.	Define a Voice mail number via PDM.
No headset found	Headset is turned off	Turn on headset
	Headset is turned off	Charge headset
	Headset is out of range	Move headset closer to phone
	Headset is not in pairing mode	Turn headset into pairing/ discoverable mode (see headset manual for details)

Pairing fails	Headset is not in pairing/ discoverable mode	Turn headset into pairing/ discoverable mode (see headset manual for details)
	Incorrect PIN entered	Try again and enter correct PIN (see headset manual for details)
Connecting fails/Failed to connect headset	Headset is not turned on	Turn on headset
	Headset is out of range	Move headset closer to phone
	Link key in headset has been deleted	Repeat pairing procedure
	Headset is already connected to another phone	Disconnect headset from the other phone
	Too close to a WLAN area and headset is not supporting Bluetooth standard v1.2	Shut down WLAN equipment
Headset can not connect to phone (see headset manual for details on how to connect)	Phone is not turned on	Turn on phone
	Phone is out of range	Move phone closer to headset
	Bluetooth module is disabled	Enable Bluetooth chip in Bluetooth menu
	Another headset is already connected to the phone.	Disconnect the connected headset
	Link key is missing in either headset or phone.	Repeat pairing procedure
	Too close to a WLAN area and headset is not supporting Bluetooth standard v1.2	Shut down WLAN equipment

(1) This display message is only shown in English.

Contact your system administrator if one of these error messages is displayed:

- System List Error

- Buzzer Data Error
- User Data Error
- User Phonebook Error
- Error xx (where xx = any number)

Glossary

This section gives a list of frequently used terms.

Table 4

Ac	Authentication code.
Abbreviated number	Short number. Initiating a call to a pre-programmed number by dialling a code or pressing a key.
Conference	If you have an ongoing conversation you can include other persons and establish a telephone conference.
DECT/GAP	Digital Enhanced Cordless Telecommunication/ Generic Access Profile. This means that no one can eavesdrop on your calls and that the quality of speech is as good as that of conventional fixed telephones. DECT/GAP enables interoperability with other manufacturers' products.
Directory number	Number with 1-8 digits which is assigned to an extension or external line or as a common abbreviated number.
DTMF tone	Dual Tone Multi Frequency or touch tone, for dialling.
Exchange	Switch. Your telephone switching system.
Extension number	All telephones connected to the PBX have a unique internal number (up to 8 digits). You can see your number on the display.
GAP	Generic Access Profile, a standard for cordless telephone systems.
Idle mode	The state your phone is in when nothing is activated.
IP call	Internal call sent through an internal data network (LAN or WAN).
IPEI Code	International Portable part Equipment Identity, a unique identity assigned to your phone by the manufacturer.

ISDN	Integrated Services Digital Network. Provides your system with supplementary services from the public net.
Least Cost Routing	A function that automatically selects the cheapest way to connect your external call.
Li-Ion battery	A battery made from Lithium ions. Li-Ion batteries are light-weight and have a very high energy density. This makes them ideal for use in portable equipment, such as cordless phones.
Park	Portable Access Right Key, unique identity assigned to your network.
PBX	Private Branch Exchange. Your telephone switching system (for example MD Evolution Communication Platform).
PIN Code	Personal Identification Number for security.
Speed dialling number	Abbreviated number or short number, used for making frequently used numbers faster to dial.
SW	Here you can see which version of the phone software you have.
Tandem configuration	The tandem configuration is a unit consisting of two phones using the same directory number.
Third party	A third connection (person), which can be included in an ongoing two person conversation. The connection can be internal or external. See Section 13 on page 63.

Telephony Service Prefixes

This section describes the country specific service prefixes that are relevant for the DT690 phone used in the MD Evolution environment.

The following markets are concerned: Australia, Austria, Belgium, Brazil, China, Denmark, Export, Finland, France, Germany, Hong Kong A-law, Hong Kong My-law, Indonesia, Ireland, Italy, Malaysia, Mexico, The Netherlands, New Zealand, North America, Norway, Saudi Arabia, Singapore, South Africa, South Korea, Spain, Standard, Sweden, Switzerland, and United Kingdom.

Service codes are activated with * service prefix #, and deactivated with # service prefix #.

Table 5 Standard and Alternative Prefixes

Service	Standard	Alternative
Abbreviated Numbers	2	Austria: 6 Italy: 6 Norway: #2 U.K. and EBN: **6 North America: 6 Denmark: 1 Sweden: 1
Appointment Reminder Activate	71	Austria: *32 Italy: *32# Norway: #71 North America: *32 Denmark: *71 Sweden: *71
Appointment Reminder Verify	718	Austria: *328 Italy: *32#8 Norway: #718 North America: *328 Denmark: *718 Sweden: *718
Appointment Reminder Cancel	719	Austria: *329 Italy: *32#9 Norway: #719 North America: *329 Denmark: *719 Sweden: *719

Call Forward Immediate	61	Austria: *21 Italy: *21# Norway: #61 U.K. and EBN: *21* North America: *2* Denmark: *211 Sweden: *211
Call Forward No-Answer	62	Austria: *22 Italy: *22# Norway: #62 U.K. and EBN: *211 North America: *21 Denmark: *212 Sweden: *212
Call Forward Busy	63	Austria: *23 Italy: *23# Norway: #63 U.K. and EBN: *212 North America: *22 Denmark: *213 Sweden: *213
Call Forward No-Answer and Busy	69	Austria: *26 Italy: *26# Norway: #69 North America: *26 Denmark: *214 Sweden: *214
Call Forward Do Not Disturb	64	Austria: *24 Italy: *24# Norway: #64 U.K. and EBN: *27* North America: *24 Denmark: *64# Sweden: *64#
Call Forward Cancel	60	Austria: #21 Italy: #21# Norway: #60 U.K. and EBN: #21# North America: #21 Denmark: #21# Sweden: #21#

Follow-me Activate	65	Austria: *25 Italy: *25# Norway: #65 U.K. and EBN: *5* North America: *25 Denmark: *215 Sweden: *215
Follow-me Cancel	66	Austria: #25 Italy: #25# Norway: #66 North America: #25 Denmark: #215 Sweden: #215
Call Parking	10	Austria: *10 Italy: *10# Norway: #10 North America: *10 Denmark: *10 Sweden: *10
Call Pick-Up General Ringing	15	Austria: *88 Italy: *73* Norway: #15 U.K. and EBN: *88 North America: *88 Denmark: *15 Sweden: *15
Call Pick-Up Hunt Group	14	Austria: 2 Italy: 2 Norway: #14 North America: 2 Denmark: 6# Sweden: 6#
Call Pick-Up Individual	13	Austria: *8* Italy: *8* Norway: #13 U.K. and EBN: *8* North America: *8*
Call Substitution	75	Austria: *75 Italy: *75* Norway: #75 U.K. and EBN: *75* North America: *75 Denmark: *75* Sweden: *75*

Call Temporary Protection	74	Austria: *74 Italy: *74# Norway: #74 North America: *74 Denmark: *74 Sweden: *74
General Call Acceptance Status	67	Austria: *9# Italy: *9# Norway: #67 U.K. and EBN: *9# North America: *9# Denmark: *8 Sweden: *8
Access Locking	78	Austria: *72 Italy: *72# Norway: #78 U.K. and EBN: *76* North America: *72 Denmark: *72# Sweden: *72#
Password Programming	79	Austria: *73 Italy: #*72 Norway: #79 U.K. and EBN: *74* North America: *73 Denmark: *72* Sweden: *72*
Redial Last External Number	11	Austria: ** Italy: *** Norway: #11 U.K. and EBN: *** North America: ** Denmark: *** Sweden: ***
Standby Status in Hunt Group	68	Austria: *91 Italy: *91# Norway: #68 North America: *91 Denmark: *29# Sweden: *29#